



# CITY OF MERCER ISLAND **REVISED**

## CITY COUNCIL SPECIAL VIDEO MEETING

Tuesday, October 5, 2021, at 4:00 PM

### COUNCIL MEMBERS:

Mayor Benson Wong, Deputy Mayor Wendy Weiker,  
Councilmembers: Lisa Anderl, Jake Jacobson,  
Salim Nice, Craig Reynolds, David Rosenbaum

### LOCATION & CONTACT:

Mercer Island City Hall – Via Zoom  
9611 SE 36th Street | Mercer Island, WA 98040  
Phone: 206.275.7793 | [www.mercerisland.gov](http://www.mercerisland.gov)

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 206.275.7793.

The virtual meeting will be broadcast live on MITV Channel 21 and live streamed on the City Council's [YouTube Channel](#)

**Registering to Speak:** Individuals wishing to speak live during Appearances will need to register their request with the City Clerk at **206.275.7793** or email the [City Clerk](#) and leave a message before 4 PM on the day of the Council meeting. Please reference "Appearances" on your correspondence. Each speaker will be allowed three (3) minutes to speak. A timer will be visible online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

**Public Appearances:** Notify the [City Clerk](#) in advance that you wish to speak on camera and staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be [Emailed to Council](#).

**Join by Telephone at 5:30 PM (Appearances will start sometime after 5:30 PM):** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **868 8002 9160** and Password **730224** if prompted.

**Join by Internet at 5:30 PM (Appearances will start sometime after 5:30 PM):** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **868 8002 9160**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

**Submitting Written Comments:** Written comments may be submitted at the Mercer Island [Let's Talk Council Connects](#) page. Written comments received by 3 PM on the day of the meeting will be forwarded to all Councilmembers and a brief summary of the comments will be included in the minutes of the meeting.

### EXECUTIVE SESSION I, 4 PM

1. Executive Session to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) for approximately 90 minutes. No action will be taken.

### CALL TO ORDER & ROLL CALL, 5:30 PM

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### STUDY SESSION

1. AB 5948: 2021 Business Needs Assessment  
**Recommended Action:** Receive the presentation and report.

### CITY MANAGER REPORT

## APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item. As it is election season, however, please be reminded that state law (specifically, RCW 42.17A.555) prohibits the use of City facilities for campaign-related purposes with limited exceptions. Accordingly, please do not make campaign-related comments during this time.)

## CONSENT AGENDA

2. Approval of **Certification of Claims** for the periods ending:
  - A) September 16, 2021, in the amount of \$749,944.50
  - B) September 23, 2021, in the amount of \$314,099.27**Recommended Action:** Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.
3. Approval of the **Payroll Certification** for the following period ending:  
AB 5949: September 24, 2021, Payroll Certification in the amount of \$820,128.89  
**Recommended Action:** Approve the September 24, 2021 Payroll Certification in the amount of \$820,128.89 and authorize the Mayor to sign the certification on behalf of the entire City Council.
4. Approval of the **Minutes** of the August 31, 2021 Special Meeting.
5. AB 5950: Domestic Violence Action Month Proclamation No. 283  
**Recommended Action:** Mayor proclaims October 2021 as Domestic Violence Action Month in Mercer Island.
- ~~6. AB 5946: 2022-2025 Eastside Transportation Partnership (ETP) Interlocal Agreement  
**Recommended Action:** Authorize the City Manager to execute the 2022-2025 Eastside Transportation Partnership Interlocal Agreement.~~
7. AB 5947: Arbor Day Proclamation No. 282  
**Recommended Action:** Mayor proclaims the third Saturday in October as Arbor Day in Mercer Island.

## REGULAR BUSINESS

8. AB 5951: First Reading of Ordinance No. 21C-24 amending the Mercer Island City Code Section 2.08.020(A) to establish Juneteenth as a City holiday.  
**Recommended Action:** Set Ordinance No. 21C-24 for a second reading and adoption on the October 19, 2021, Consent Agenda or soon thereafter.
9. AB 5939: Second Reading of Ordinance No. 21C-18 Amending Chapter 7.04 Mercer Island City Code – Animal Code.  
**Recommended Action:** Adopt Ordinance No. 21C-18 amending Chapter 7.04 of the Mercer Island City Code - Animal Code.

## OTHER BUSINESS

10. Planning Schedule
11. Councilmember Absences & Reports

## EXECUTIVE SESSION II

12. Executive Session to 1) discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) and 2) for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b) for approximately 60 minutes. No action will be taken.

## ADJOURNMENT



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5948**  
**October 5, 2021**  
**Study Session**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5948: 2021 Business Needs Assessment	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Receive the presentation and report.	

<b>DEPARTMENT:</b>	Community Planning and Development	
<b>STAFF:</b>	Jeff Thomas, Interim Director Sarah Bluvas, Economic Development Coordinator Nancy Hardwick, CEO, Hardwick Research	
<b>COUNCIL LIAISON:</b>	n/a	
<b>EXHIBITS:</b>	1. 2021 Business Needs Assessment Report	
<b>CITY COUNCIL PRIORITY:</b>	3. Implement an economic development program.	

## SUMMARY

The City of Mercer Island contracted with local research firm Hardwick Research to conduct a follow-up needs assessment survey of the Mercer Island business community. Tonight, Nancy Hardwick, CEO and founder of Hardwick Research, will present the survey findings and her recommendations for the City providing support to Mercer Island businesses.

### BACKGROUND

In summer 2021, the City partnered with Hardwick Research to conduct the 2021 Business Needs Assessment. This project was a follow-up to the survey conducted in summer 2020 and aimed to collect more information about business needs as the COVID-19 pandemic continues. Additionally, the State of Washington lifted most business and activity restrictions on June 30, 2021, and staff sought to learn if businesses anticipated facing new challenges as they prepared to resume or increase operations. The survey posed questions aimed at learning the following:

- What, if anything, has changed for businesses since conducting the 2020 survey?
- What challenges are Mercer Island businesses still facing?
- What types of aid and support do Island businesses still need?
- What new needs have arisen?
- How can the City best support the local business community?

Hardwick designed an online survey in consultation with staff and administered it to 962 Mercer Island businesses via e-mail using the City’s e-mail distribution list and partner channels such as the Mercer Island Chamber of Commerce. 176 complete responses were returned, for an 18% response rate. Compared to the 2020 survey, fewer home-based businesses completed the new survey, the number of employees decreased

slightly, and significantly more retail businesses responded to the survey. Where possible, Hardwick also tracked comparisons over time and noted where a difference was significant within the report (Exhibit 1).

Tonight, Hardwick will share the key findings, conclusions, and recommendations included in the report.

## **RECOMMENDED ACTION**

Receive the presentation and report.





# City of Mercer Island

## COVID-19 Follow-up Business Survey

### Research Report

Research conducted June-July 2021  
By Hardwick Research





# BACKGROUND & METHODOLOGY



# Background and Objectives

Many Mercer Island businesses have been faced with challenges due to the COVID-19 pandemic. The City has been working to support these businesses and help them weather the economic impact of this crisis.

To better understand the needs of all Island businesses an online survey was conducted in July-August of 2020. Now that the State of Washington is lifting business and activity restrictions (as of June 30, 2021), the City wishes to conduct a follow-up online survey. This survey will be used to reassess business needs to determine what:

- Has changed since last summer, if anything
- Challenges Mercer Island businesses are still facing
- Types of aid/support Island businesses still need
- New needs have arisen
- Ways the City can support the local business community

As a means to further communication between the City and Island businesses, contact information was gathered for those interested in staying informed and/or getting involved in the City's long-term economic development planning efforts.



# Methodology

The 2021 online survey was conducted to gather feedback from Mercer Island businesses.


The research was conducted June 15 – July 7, 2021.


Invitations to participate in the survey were distributed via:

 Email to 962 Mercer Island businesses (176 surveys for a 18% response rate)

 250 Brick & mortar businesses (65 completes for a 26% response rate)

 712 Other businesses (99 completes for a 14% response rate)

 Mercer Island Chamber of Commerce email newsletter (6 surveys)

 City of Mercer Island email newsletter (6 surveys)

The questionnaire contained 19 questions, 5 of which were open ended, requiring an average of 10 minutes to complete.

The survey was designed by Nancy Hardwick, Hardwick Research, in conjunction with Sarah Bluvas, Economic Development Coordinator for the City of Mercer Island.

This research was gathered by Hardwick Research, who also conducted the analysis and developed this report.





# 2021 Participating Business Demographics

Compared to the previous survey, this year fewer home-based businesses completed the survey, the number of employees has decreased slightly, and significantly more retail businesses completed the survey.

Business Locations	Years in Business	Business Types
<ul style="list-style-type: none"> <li>• North end (47%)</li> <li>• Home-based (39%)</li> <li>• Storefront (16%)</li> <li>• Office building (14%)</li> <li>• South end (4%)</li> <li>• No longer have business based on MI (5%)</li> </ul>	<ul style="list-style-type: none"> <li>• Under 5 (28%)</li> <li>• 5-9 (24%)</li> <li>• 10-19 (26%)</li> <li>• 20 or more (22%)</li> </ul> <p>Note: 12.8 average years in business</p>	<ul style="list-style-type: none"> <li>• Consulting (17%)</li> <li>• Health/Wellness (15%)</li> <li>• Retail (14%)</li> <li>• Other professional services (11%)</li> <li>• Artist/Arts organization (9%)</li> <li>• Real estate (8%)</li> <li>• Financial services (7%)</li> <li>• Architecture/Engineering/Construction/Contractor (6%)</li> <li>• Fitness Studio/Gym (6%)</li> <li>• Legal services (6%)</li> <li>• Food/Drink service (5%)</li> <li>• Non-profit (5%)</li> <li>• Personal services (4%)</li> </ul>
2020 Revenue	# Employees	
<ul style="list-style-type: none"> <li>• Less than \$100K (33%)</li> <li>• \$100K-\$499K (24%)</li> <li>• \$500K-\$999K (11%)</li> <li>• \$1M and up (11%)</li> <li>• None (4%)</li> </ul> <p>Note: Over half have 2020 revenue under \$500K</p>	<ul style="list-style-type: none"> <li>• None (40%)</li> <li>• 1 (11%)</li> <li>• 2-9 (36%)</li> <li>• 10-24 (8%)</li> <li>• 25-99 (4%)</li> <li>• 100 and up (2%)</li> </ul> <p>Note: 10.7 average number of employees</p>	





# Report Annotations

## Statistical Significance Testing

- All statistical testing for this study has been done at the 95% confidence level. The confidence level refers to how confident you are that all businesses in the targeted region would have responded this way. This industry standard guarantees, with 95% certainty, that these results are accurate.
- Statistically significant differences will be identified as such. "Trends," although not always statistically significant, are also identified.

## Comparisons Over Time

- When applicable, comparisons over time have been included. In any situation where a difference is a statistically significant one, a red circle has been used to highlight that difference.

## All Survey Responses

- In some situations, due to space limitations, survey answers that garnered 5% or fewer responses were not included in the slides. For a complete list of all responses, see the survey located in the Appendix of this report.





# SUMMARY OF RESULTS



# Key Findings

## Business Challenges

- 36% report they are not currently facing any challenges. The primary challenges (top three) currently being faced due to COVID-19 are:
  - Business has decreased significantly (29%)
  - Keeping up with/figuring out the State-mandated COVID-19 rules (27%)
  - Trying to open/stay open, cannot find staff/my staff does not want to work (15%)
- 38% do not anticipate new challenges when activity restrictions are lifted. New challenges (top three) anticipated are:
  - Too much business/staffing concerns (15%)
  - Issue specific to my business (12%)
  - Keeping business up/continued decreased business (10%)

## Remedies / Changes Implemented

- More than half (56%) chose to pursue financial assistance, with many (45%) taking advantage of the PPP
- Most survey participants (85%) have made changes due to COVID-19, including (top three):
  - Hold online meetings/ZOOM/meet with staff and customers online (18%)
  - Have employees work at home/remotely (13%)
  - Adapted business model to continue working during pandemic (12%)





# Key Findings (Continued)

## Information Sources

- About a third of businesses are aware of the Let's Talk webpage (36%), up slightly from last year's 31%. However only half (18%) of those who have heard of the Let's Talk webpage have visited
- Other information sources (top four) include:
  - Word of mouth (48%)
  - City of Mercer Island website (34%)
  - Nextdoor (31%)
  - Mercer Island Chamber of Commerce (31%)

## City Programs & Support

- A majority of businesses want the City to continue projects to support local Island businesses:
  - Enact emergency policies to assist Island businesses (75%)
  - Coordinate MInext "buy local" marketing campaign to connect Island residents with Island businesses (62%)
  - Provide/redistribute outdoor seating for public spaces and other areas in Mercer Island Town Center (75%)
- On-going support varied with the most popular types of support being:
  - Coordinating special community events in Town Center and adjacent neighboring parks/public spaces (74%)
  - Coordinating Town Center beautification and seasonal decorations (66%)
  - Connecting your business with ways to partner with other local business to enhance/promote products/services (52%)
- Businesses expect to gain new business opportunities and support from other businesses through networking



# Key Findings (Continued)



Business  
Community  
Desires

- Businesses want the City to explore program areas (top four):
  - Town Center visioning and/or master planning (40%)
  - Walkability in north and south end business districts (35%)
  - Business retention (33%)
  - City code review and updates/development (33%)
- Important actions the City could take to help their businesses include (top three):
  - Fostering/improving the community/attracting new businesses/Town Center master planning (17%)
  - Marketing/advertisement/allow signage (15%)
  - Improve Parking (14%)
- Businesses want information related to the local business community in the following areas (top four):
  - City wide economic development planning (including business attraction and retention) (45%)
  - Opportunities for networking with other businesses and/or organizations (43%)
  - Ways to promote/market business (40%)
  - Directory of Mercer Island businesses (38%)
- The City can strengthen the business community by (top three):
  - Improving the community/attracting new businesses/Town Center master planning/beautifying the City (31%)
  - Marketing/advertisement/allow signage (15%)
  - Address recommendations in this survey/listen to the business community/appreciate what businesses do for the City (10%)



Q10, Q11, Q14, Q19



# Suggestions from Survey Respondents

“

*“Incentives for new businesses to come to Mercer Island - attract new kinds of business.”*

*“A more appealing downtown that entices people to MI, like more/better shops and restaurants.”*

*Make north end downtown more interesting and cooler, attract higher end retail to make people come and stay. Use all the "wasted" spaces that don't serve to bring people to MI. Increase the aesthetics of the downtown through better architecture and urban planning.*

*“Attract businesses that make the northern downtown area more attractive for employees who are looking to get out at lunch.”*

*“Support organizations within the community that provide services to businesses and to the greater community like the Chamber of Commerce, the Community Fund, MIYFS, etc. Maintain and enhance the town center landscape and parks, and support the arts and cultural events in the town center. Create gateway to/from Link Light Rail to the town center and greater community.”*

*“Clean and beautify the business areas. Look at how Bellevue is beautifying its city. Clean, repair, beautify.”*

*“Keep Mercer Island an excellent place to live with a beautiful robust downtown and beautiful parks so folks want to build, remodel and live here.”*

Business  
Community  
Development

*“Assist in affordable marketing/advertisement.”*

*“Be more understanding of signage I understand that you don't want things to look ugly and I agree, however, we also need to be able to advertise our businesses. There should be a middle ground on that.”*

*“Spotlight businesses.”*

*“The City of Mercer Island could sponsor a street fair for the local businesses and organizations like the City of Kirkland has done in the past handing out brochures and free samples.”*

”

Marketing





# Suggestions from Survey Respondents

“

Affordable Space

*“Make it affordable to run a business on MI.”*

*“Creating more affordable commercial real estate. All my clients who live on Mercer island always talk about how nice it is to have quality businesses on the island but there aren’t many options. It keeps me busy for sure but I don’t know about the long term. If I have to move out (6 months leases at a time and room sharing), where am I going to go. It’s not like Bellevue where I can just find another spot. It’s hard to find places on the island.”*

*“Keep commercial rent rates at a reasonable and competitive rate.”*

*“My rent is extremely high on MI I am thinking of selling my business.”*

*“Acknowledge how hard all of the business owners work to provide goods and services to our residents. Many of us have sacrificed personal time, a paycheck, taken verbal abuse from unappreciative customers, dealt with theft, etc. over the years. Respect, appreciation and courtesy go a long way!”*

*“Address the questions and recommendations answered in this survey.”*

Appreciate, Listen to Businesses

Parking

*“Keep street parking free for as long as possible, but enforce time limits especially once light rail comes.”*

*“Provide more public parking.”*

*“The City could and should have a plan for parking. Putting public parking in buildings like the Hadley mostly go unused by the people who frequent the businesses located on the first floor. The new buildings that go up should have outdoor parking (not indoor or underground) available for people to park when using retail.”*

”



# CONCLUSIONS & RECOMMENDATIONS



# MI Businesses in Better Situation than a Year Ago

As a whole, Island businesses are in significantly better situation than they were a year ago.

Improvements	Concerns
<p>Businesses are:</p> <ul style="list-style-type: none"><li>• More likely to say they are not currently facing any challenges</li><li>• Less likely to say business had decreased significantly</li><li>• Less likely to say they have had to cut employees hours</li><li>• More received some type of financial assistance since the last survey</li></ul>	<p>However, staffing concerns are an issue. Business are significantly more likely to say they are trying to stay open, but cannot find the needed staff.</p>



# Businesses Want the City to Keep Them in the Loop

About 60% of those who completed the survey added their contact information in order to stay informed and/or get involved in the City’s long-term economic development planning efforts.

This high interest in the City’s plans for economic development in the Town Center is reflected in the survey with recommendations regarding changes to improve the Town Center shared in the open-ends.

## Communication

Communication with Island businesses will be very important going forward. Targeted emails and communication through the City’s website (34% report using it as a resource) would be ideal.

- Although awareness of the City’s Let’s Talk webpage has increased, it still is not visited by businesses (only 6% indicate it’s a source of information)
- Keep in mind, this group of businesses are looking to be kept up specifically on economic development plans, not all things Mercer Island, as they have a vested interest in any changes or updates to the Town Center

## Types of Desired Information

Nearly half of all businesses surveyed (45%) indicate they are interested in receiving the following types of information from the City:

- City-wide economic development planning (including business attraction and retention) (45%)
- Opportunities for networking with other businesses and/or organizations (43%)
- Ways to promote/market business (40%)



Q6, Q12, Q13, Q14



# Create Networking Opportunities for Businesses

Throughout the survey, businesses indicated that the opportunity to network with other Island businesses in important.

**Networking Advantages**

Businesses see networking as a way to:

- Partner with other businesses to enhance/promote products/services
- Provide referrals and uncover possible business opportunities
- Support and connection with others

**The City Should be Involved**

Island businesses would like the City of Mercer Island to help by providing opportunities for networking with other businesses and/or organizations.





# Businesses Looking for Continued Support

## City is Already Doing/Should Continue

Changes the City has already put into place are popular among businesses, with many of them declaring the City should continue with them.

- 75% want the enacted emergency policies to assist Island business to continue
- 75% would like to see the outdoor seating in public spaces remain

62% of businesses are supportive of MInext, while businesses in the North End and brick & mortar businesses make up many of those suggesting the City stop this effort (15%).

## Future Needs/Desires

The need for rent relief (21%) and making it less expensive to do business was raised by some; however, many other avenues for the City to support businesses surfaced. The top two ways the City can support businesses center on developing a thriving Town Center.

- 74% would like to see special community events in the Town Center and adjacent public spaces
- 66% want Town Center beautification and seasonal decorations



# The City Should Concentrate on Town Center

Suggestions	Ideal Town Center
<p>Mercer Island businesses would like to see the City work to improve the Town Center. Many see these improvements as a way to boost their business. Suggestions include:</p> <ul style="list-style-type: none"> <li>• Holding special community events in the Town Center and adjacent public spaces (74%)</li> <li>• Beautifying the Town Center and installing seasonal decorations (66%)</li> </ul>	<p>Businesses describe their ideal Town Center as:</p> <ul style="list-style-type: none"> <li>• Walkable</li> <li>• Cute</li> <li>• Clean</li> <li>• Inviting</li> <li>• Welcoming</li> <li>• Beautified</li> <li>• Cooler</li> <li>• Well-maintained</li> <li>• Safe</li> <li>• More interesting</li> </ul>

Consider engaging local groups (e.g., garden clubs, service organizations, business owners) to beautify/maintain plantings, sidewalks, seating areas in the downtown business district.



# A Thriving Town Center is Key

## Important Policy/Programs to Businesses

The top policy or program areas the City should explore on behalf of local businesses are:

- "Town Center visioning and/or master planning" (40%)
- "Walkability in north and south end business districts" (35%)
- "Business retention" (33%)
- "City code review and updates/development" (33%)

## Desired City Actions

The desire for a thriving Town Center also surfaces when businesses shared the one action the City could take to help their business. Specifically, businesses would like to see the City assist with:

- Fostering/improve community/attract new businesses/Town Center master planning (17%)
- Marketing/advertising/allow signage (15%)
- Improve parking (14%)



# Consider Suggested Updates for the Town Center

## Businesses' Town Center Wish List

Businesses would like the Town Center to have:

- More restaurants
- Upper end restaurants
- High end retail
- More people and activity
- Incorporate more public spaces
- Sidewalk/outdoor seating
- 3 minute pick-up parking spots or curbside zones
- Parking (lack of parking is an issues in some areas and not others)

## Desired City Actions

According to businesses surveyed, the City should work to help develop a Town Center that:

- Attracts on-island and off-island shoppers
- Is a place for families
- Is a vibrant community where people want to live
- Encourages development that brings in more people, businesses, provides low income housing
- Redevelop underutilized areas of downtown
- Keeps the cost of opening a new business (City permit fees and studies) to a minimum



# Continue Open Communication Efforts

## Communicate with the Community

As the City of Mercer Island continues to work on its long-term economic development efforts, gathering feedback from community members (businesses and residents) will be critical.

- To encourage future participation, be sure to share the results of any research or community information gathering efforts with constituents
- Consider surveying residents to understand what they envision for the north and south end business districts
- Consider bringing together a task force of Island businesses owners and residents to assist with economic development planning

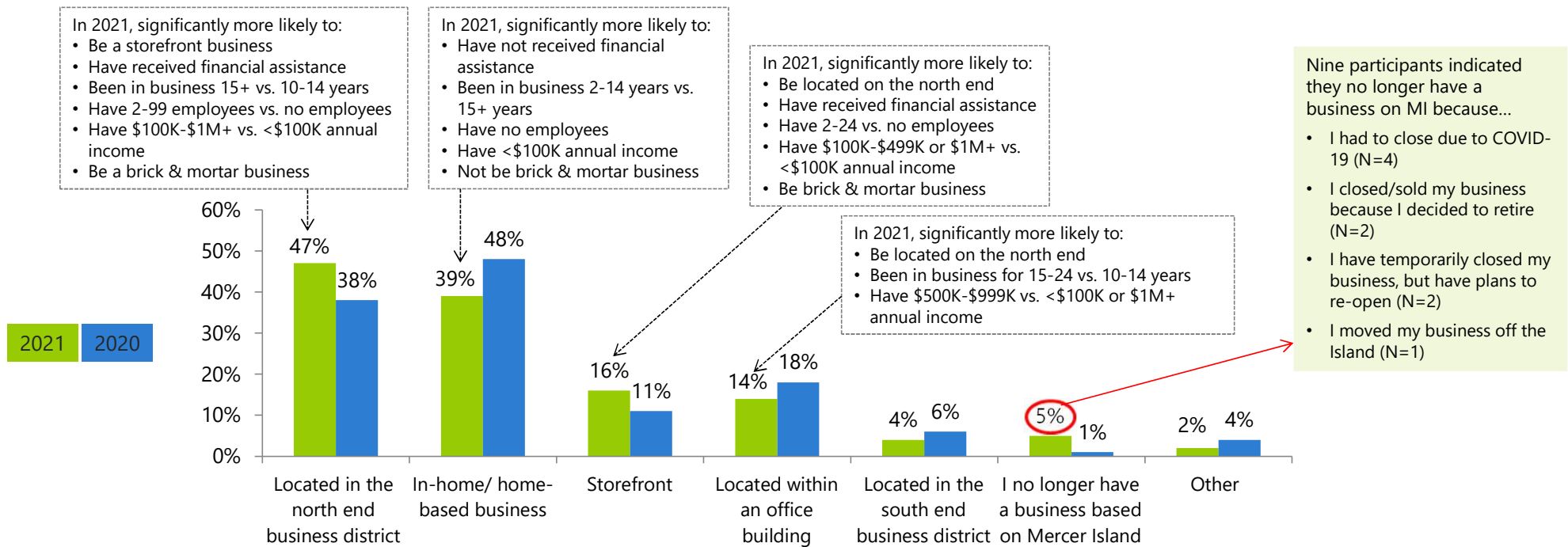


# DETAILED FINDINGS



# More North End Businesses Responded this Year

The survey was distributed to all businesses on Mercer Island. Of those who responded this year, 47% are businesses located in the north end business district, an increase from 2020



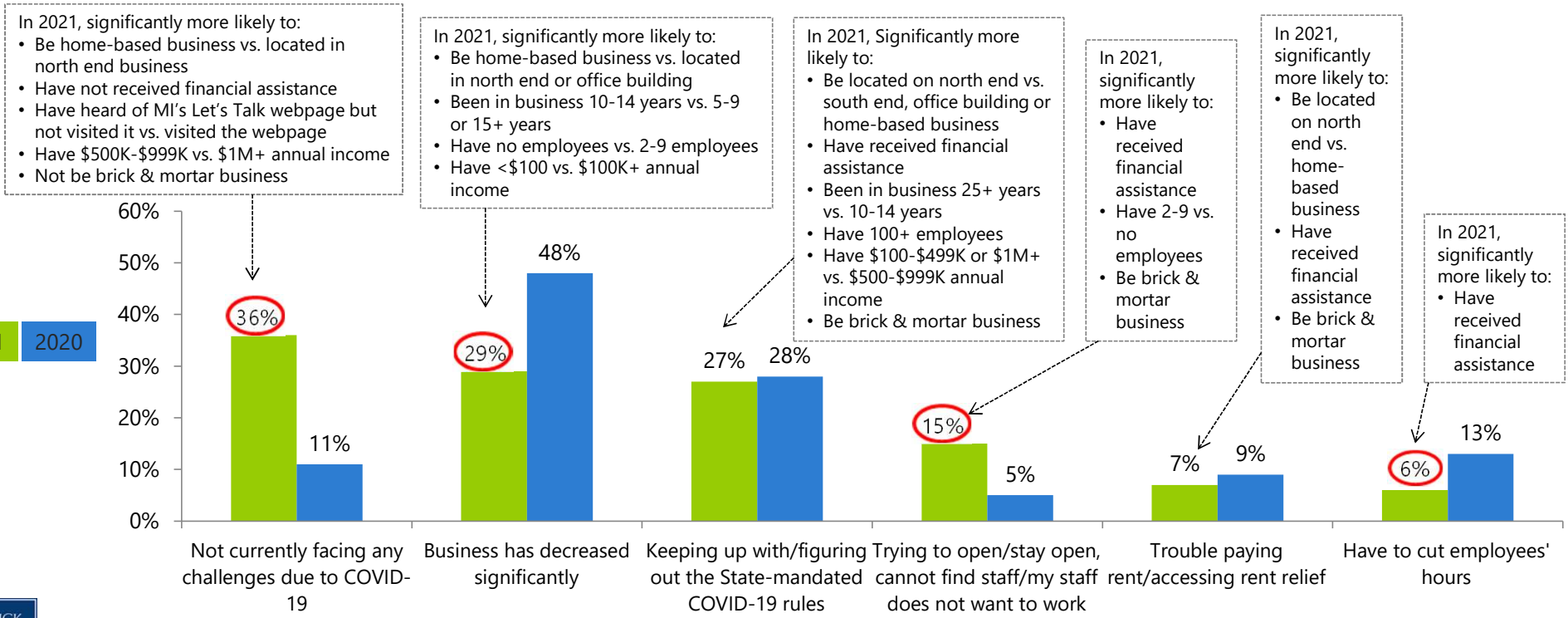
Q1. Which of the following best describes your business location? (2021 N=176, 2020 N= 269) (multiple responses allowed)  
 Q20. You indicated that you no longer have a business on Mercer Island. Which of the following best describes your situation? (Check all that apply) (2021 N=9)





# Businesses Facing Fewer Challenges in 2021

There is positive news for MI businesses, as more indicate they are not currently facing challenges due to COVID-19; their business has not decreased significantly and they have not had to cut employees' hours. However, more are challenged by trying to stay open/cannot find staff/staff does not want to work.



Q2. What challenges are you facing, at this time and going forward, due to COVID-19? (2021 N=143, 2020 N= 238) (multiple responses allowed)





# Some Anticipate New Challenges after June 30th

Those who anticipate a challenge noted "too much business/staffing concerns" (15%) will be an issue. Over a third of respondents (38%) indicate they do not anticipate facing any new challenges when business and activity restrictions are lifted.

New Challenges Anticipated	2021
Too much business/staffing concerns	15%
Issue specific to my business	12%
Keeping business up/continued decreased business	10%
Exposure to virus/how to handle new cases	8%
Masks/will still require/may still require	8%
Parking	4%
Increased traffic/commuting time	3%
None/Don't foresee any	38%
Other	8%
Don't know/no reason	2%

“A sudden uptick in customer flow and not being able to staff fast enough.”

“More of the same challenges managing work load short staffed.”

“As a healthcare professional, we are still navigating mask requirements. Do we require masks and upset some people? Or do we not require masks and upset the other people? Still looking to the health department for guidance but also need to weigh patient comfort level and expectations.”

“Finding employees. Navigating unclear protocols! We all need to be on the same page.”

“Not enough staff, staff still feel uncomfortable with clients not wear face coverings/masks or mask mandate is lifted.”

“Pandemic restrictions have made potential customers aware of the ease of online shopping. After a year of shopping from home our challenge will be to motivate them to get in the car and go shopping.”



Q3. What new challenges do you anticipate facing when business and activity restrictions lift on June 30th? (Please be as specific as possible.) (2021 N=143) (open-ended question)



# More Businesses Sought Assistance in 2021

This year more respondents indicate they received financial assistance through a number of Federal, State and local programs.

Type of Assistance	2021	2020
Paycheck Protection Program (PPP)	45%	39%
I have not pursued any financial assistance	44%	48%
SBA Economic Injury Disaster Loan (EIDL)	17%	14%
Mercer Island COVID-19 Relief for Small Businesses Grant Program	13%	N/A
Working Washington Small Business Emergency Grant	9%	2%
Deferred or reduced rent for commercial space	9%	N/A
WeLoveMI campaign	7%	7%
Other private loan or grant programs (e.g., Facebook Small Business Grant Program)	4%	3%
Private loans, lines of credit, etc. from your banking institution	3%	3%
I applied for some of these, but did not receive any financial assistance	3%	3%
Other Federal, State, or Local funding sources	1%	2%

In 2021, significantly more likely to:

- Not be home-based business
- Have visited MI's Let's Talk webpage vs. heard of but have not visited
- Have been in business 15-24 years vs. < 15 years
- Have 2-99 employees vs. no employees
- Have \$100K-\$1M+ vs. <\$100K annual income
- Be brick & mortar business

In 2021, significantly more likely to:

- Be home-based or south end business
- Have heard of MI's Let's Talk webpage but not visited it vs. visited the webpage
- Have been in business <15 or 25+ years vs. 15-24 years
- Have no employees vs. 1-99 employees
- Have <\$100K vs. \$100K+ annual income
- Not be brick & mortar business

In 2021, significantly more likely to:

- Be north end vs. home-based business
- Have been in business 2-4 years vs. 10-14 years
- Be brick & mortar business

In 2021, significantly more likely to:

- Be north end or storefront vs. office building business
- Have received financial assistance
- Have 10-24 employees vs. no employees
- Not be brick & mortar business



Q4. Have you received any of the following financial assistance during the COVID-19 crisis? (2021 N=139, 2020 N= 269) (multiple responses allowed)



# Changes Made Varied Widely

Over the past year participants found the following changes helped in maintaining their business:

Helpful Changes Made Due to COVID-19	2021
Online meetings/ZOOM, meet with staff and customers online	18%
Employees work at home/remotely	13%
Adapted business model to continue working during pandemic	12%
Cutting expenses	8%
Develop/increase online presence/sales	8%
Masks/PPE	7%
Reduced hours of operation	6%
Pick-up/delivery of goods/to go	5%
Social distancing/Safety protocols/Reconfiguring space for distancing	5%
Conducted more business outdoors	4%
Extra cleaning/sanitizing/air filters	4%
Following rules/guidelines (general)	4%
Reduce number of staff/customers in facility/office	4%
None	15%

“We adjusted business hours, installed Plexiglas barriers, secured PPE for every associate at the beginning of every shift, social distancing decals and signage, safety announcements on in-store radio, offer vaccination incentives (\$), invested in extra pay and bonuses for associates, paid time off for family members with COVID, suspended all doorway activities for enhanced safety, and paid for extra deep cleaning on a regular basis.”

“Adjusted operating hours, staffing, usage patterns. We maintained a high focus on COVID-19 mitigation protocols, moved programming online.”

“We reduced our capacity and adhered and followed social distancing along with federal, state and CDC guidelines.”

“Extra sanitizing. Staff mask wearing. More strict health policies. Outside drop off with parents mask wearing. Purchase of air filters.”

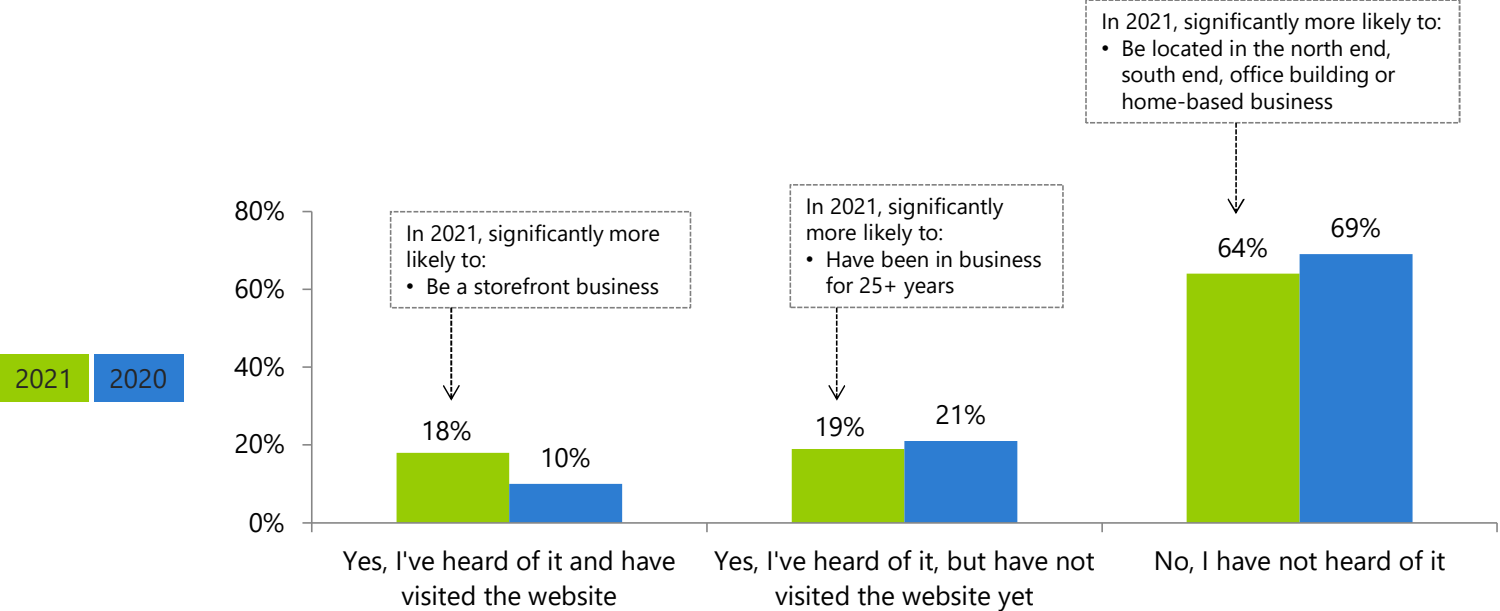


Q5. Over the past year, what changes did you make, due to COVID-19, that were helpful in maintaining your business? (N=136) (open-ended question)



# Awareness of the Let's Talk Webpage Remains Low

The majority of those surveyed (64%) have not heard about the City of Mercer Island's Let's Talk webpage for businesses.

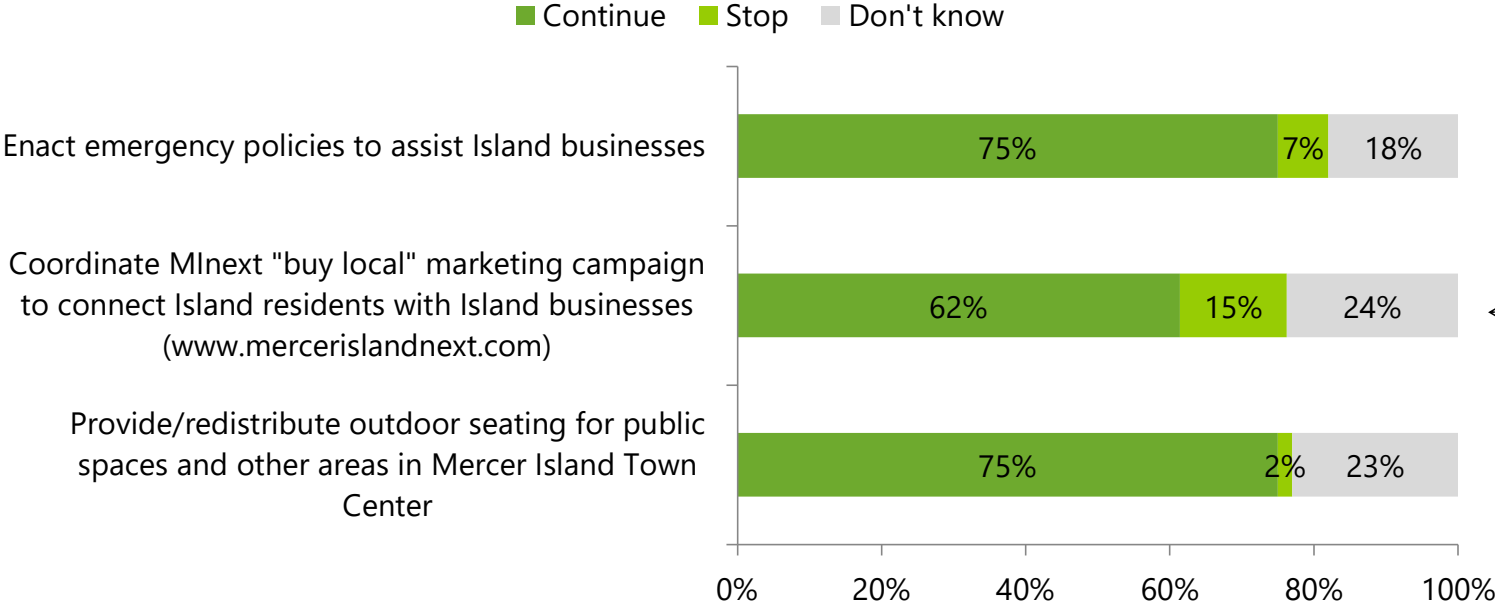


Q6. Have you heard of the City of Mercer Island's Let's Talk webpage for businesses found at "letstalk.mercergov.org/coronavirus\_business"? (2021 N=137, 2020 N= 237)



# Most Want City to Continue Pandemic Support

During the pandemic the City of Mercer Island implemented several projects to support local businesses. The majority of businesses surveyed would like to see the City continue these efforts. However, support for MInext was not as strong, especially among brick & mortar businesses.



Those suggesting the City stop working on MInext:

- Those reporting they are located in the north end and storefront businesses
- Those identified as brick & mortar businesses by the City

Those who don't know if MInext should be continued:

- Homebased businesses

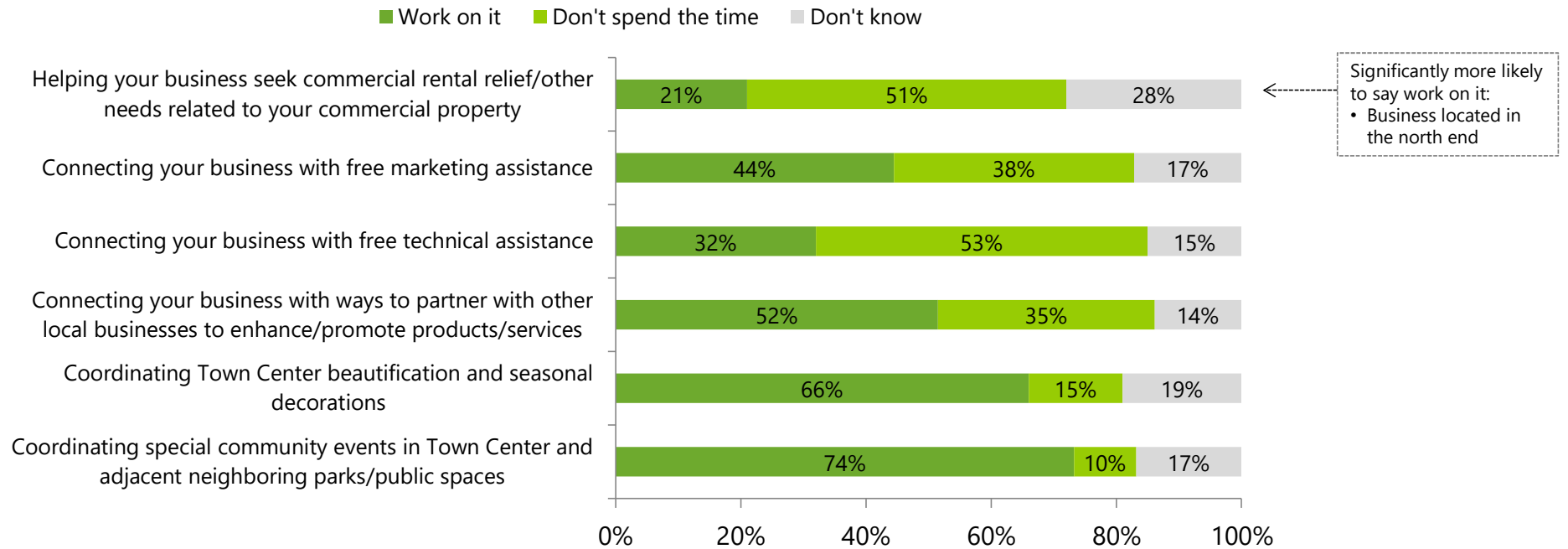


Q7. During the COVID-19 pandemic, the City of Mercer Island implemented several projects to support local Island businesses. For each of the following projects, please indicate if the City should continue or stop working on them. (2021 N=136)



# Town Center Beautification and Events Desired

Businesses were provide a list of potential ways the City of Mercer Island can support them. Efforts related to the Town Center (including beautification and community events) topped the list. Interest in these efforts is consistent across business type.



Q8. The City of Mercer Island continues to seek ways to support local businesses during and after the pandemic recovery. For each of the following efforts, please indicate if you feel the City should work on them or not. (2021 N=133)



# Business' Network for New Business

The benefits respondents most often mentioned related to referrals and new business opportunities (21%) or support and connections (20%).

Benefits	2021	
Partnership/referrals/collaboration/possible business opportunities	21%	Significantly more likely to: • Be a south end business
Support/networking/connecting	20%	
New opportunities/growth (general)	14%	Significantly more likely to: • Be a home-based business
Awareness of my business/other businesses/advertisement	13%	
Community benefits/growth	13%	Significantly more likely to: • Be located in an office building
Not a priority for me/no benefit to my business	9%	
None/Nothing	3%	
Other	9%	

“Potential new clients and contacts.”

“I would like to see networking opportunities for medical/health care related businesses for cross referral.”

“Awareness of services and improvement to the health of the community.”

“If COVID taught us anything, it’s that we’re better together! Meeting local business owners and members and networking with the community.”

“Referrals & encouragement of other businesses to refer to other local businesses for services & products available ON ISLAND within the community are always a good idea. Maybe a resource list of ‘did you know’ you could buy this or that on Mercer Island...”

“This is not the business of government. There are plenty of business organizations and industry groups to assist with this and more to help businesses stay open, find talent, grow, market, etc.”



Q9. Results from the previous survey indicated interest in networking opportunities with other Island businesses. What specifically would you hope to gain from networking with these other businesses? (2021 N=94) (open-ended question)



# Town Center Master Plan Most Important

Potential Actions	2021	
Town Center visioning and/or master planning	40%	
Walkability in north and south end business districts	35%	
Business retention	33%	
City code review and updates/development	33%	← Tend to be mentioned more often by: • Storefront businesses
Community-wide branding and marketing	26%	
Business attraction	25%	← Tend to be mentioned more often by: • North end businesses
Funding mechanisms to support local businesses	21%	
Tourism development	15%	
Sustainability/"green" business programs	13%	← Tend to be mentioned more often by: • Home-based businesses
Business innovation programs	10%	
Helping people find their way to/from north and south end business districts	6%	← Tend to be mentioned more often by: • South end businesses
Don't work on any of these	2%	
Don't know what to suggest	2%	
Other	10%	

Respondents were asked to select the top three policy or program areas they want the City to explore on behalf of local businesses. Not surprisingly, 40% selected Town Center visioning and/or master planning as one of their top three choices.

Other areas important to over a third of the respondents include "walkability in north and south end business districts," "business retention" and "City code review and updates/ development."



Q10. Looking forward, the City of Mercer Island is embarking on long-term efforts to support and strengthen the Island business ecosystem. In 2021, the city has begun looking at Town Center retail requirements and issues related to public and commuter parking. Thinking long-term, what are the top three policy or program areas you would want the City to explore on behalf of local businesses? (2021 N= 126) (up to three responses allowed)





# Create a Thriving Town Center

When asked what one action the City could take to measurably help your business, many comments reflected a desire to develop a thriving commercial community.

Action City can Take to Help Businesses	2021
Foster/improve community/attract new businesses/Town Center master planning	17%
Marketing/advertisement/allow signage	15%
Improve parking	14%
Affordable office space/better lease options	5%
Offer grants/financial support/decrease taxes	5%
Address light rail issues	4%
Safety	4%
Better communication	3%
Promote buy local	3%
Other	18%
None/Nothing	5%
Don't Know	14%

“Attract good quality small business to Mercer Island. Doing so is a win-win for all! Not sure how best to achieve it other than follow other desirable Town Centers in how they've managed their Master Planning, Marketing, Incentives, access to waterfront, etc. ... We also need to find ways to connect with Seattle & Bellevue (and beyond). Partnering with other Town Centers may strengthen our cause...”

“Some kind of MI centered ad campaign to showcase businesses on the Island and what we can provide to the community would be helpful.”

“Parking!! Town Center will be overwhelmed by the continuing development of condos and apartments with parking policies that force the owner/tenants to park on the street. Better, larger signage that lets Islanders know that they can park in the public parking areas of existing and future Town Center buildings.”



Q11. What one action could the City of Mercer Island take to measurably help your business? (2021 N=123) (open-ended question)



# Word of Mouth Still Top Source for Information

Word of mouth followed by the City of Mercer Island website remain top sources for information regarding Mercer Island businesses.

Information Source	2021	2020
Word of mouth	48%	39%
City of Mercer Island website	34%	37%
Nextdoor	31%	30%
Mercer Island Chamber of Commerce	31%	21%
Mercer Island Reporter	27%	33%
The City's "MI Weekly" e-newsletter	20%	21%
MyMercerIsland.com (website/email newsletter)	12%	14%
Facebook - The City of Mercer Island	12%	10%
City of Mercer Island's "Let's Talk" page with COVID-19 resources for businesses: letstalk.mercergov.org	6%	5%
MInext website www.MercerIslandnext.com	4%	-
I don't access information regarding the Mercer Island business community	15%	18%

← In 2021, significantly more likely to be accessed by:

- North end and home-based businesses vs. office buildings
- Those with 100+ employees



# Want Info on City Development and Networking

Businesses were provided a list of potential ways the City of Mercer Island keep business informed about City processes and updates that impact the business community. Information on City wide economic development planning and opportunities for networking with other business topped the list.

Type of Information	2021
City wide economic development planning (including business attraction and retention)	45%
Opportunities for networking with other businesses and/or organizations	43%
Ways to promote/market business	40%
Directory of Mercer Island business	38%
City permitting requirements and process	32%
City tax requirements	32%
Opportunities for accessing funding (grants, loans, tax credits, etc.)	32%
City impact fee requirements	20%
Don't know what to suggest	11%
Nothing	10%
Other	2%

Significantly more likely to:

- Be north end, storefront or office building vs. home-based
- Have received financial assistance
- Have been in business 15-24 years vs. <2 years
- Have 10-99 employees vs. no employees
- Have \$1M+ vs. <\$1M annual income
- Be brick & mortar business

Significantly more likely to:

- Have \$100K vs. \$500-\$999 annual income

Significantly more likely to:

- Be office building vs. south end business
- Have received financial assistance
- Have 10-24 employees vs. <2 employees



Q14. The City of Mercer Island is working on ways to help Island businesses stay informed about City processes and updates that impact the business community. What type of information related to the local business community are you interested in receiving from the City? (2021 N=123) (multiple responses allowed)

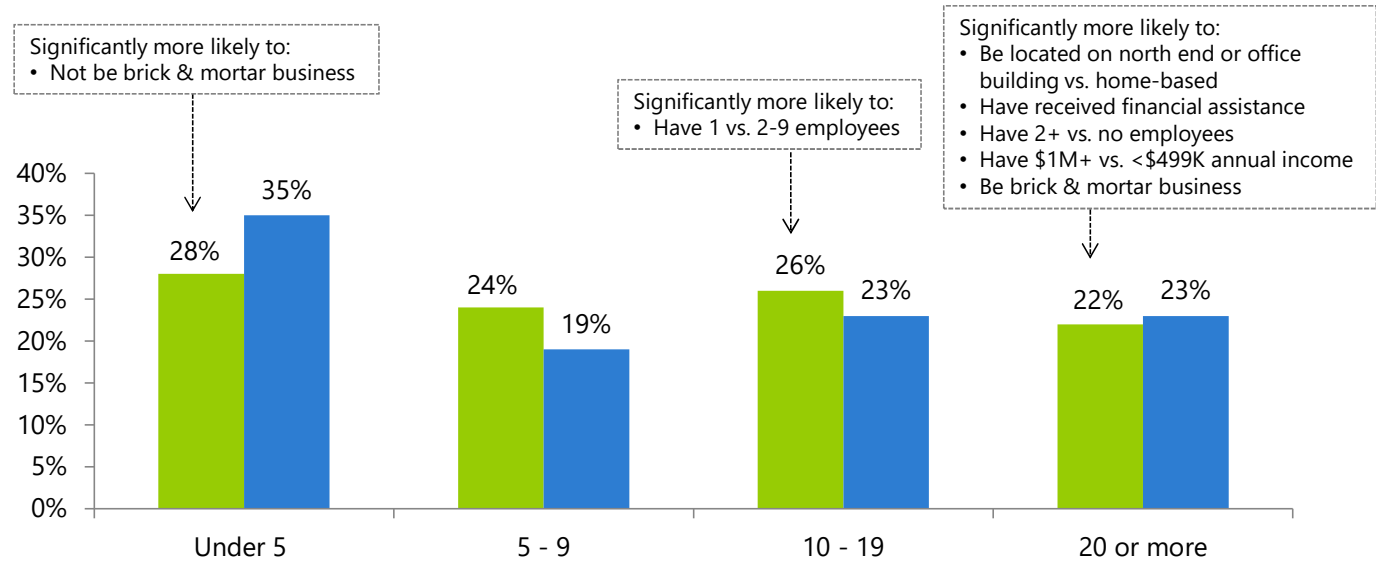


# Demographics – Years in Business

This year research participants have been in business an average of 12.8 years.

On average business categorized by the City as brick & mortar stores are significantly more likely to have been in business longer (average of 6.8 years) than rest of the businesses surveyed (average of 10.1 years).

	2021	2020
Average years in business	12.8	12.5





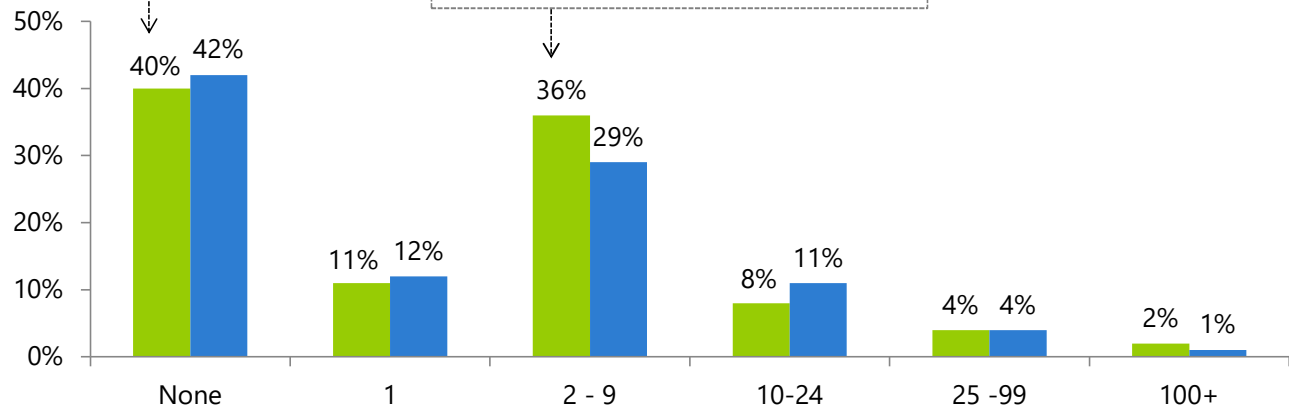
# Demographics – Employee Count

This year’s participating businesses had a slightly lower average number of employees (10.7 employees vs. last year’s 12.5 employees).

- Significantly more likely to:
- Be located on north end, office building or home-based vs. storefront business
  - Have not received financial assistance
  - Been in business <15 vs. 15+ years
  - Have <\$100K vs. \$100K-\$999K annual income
  - Not be brick & mortar business

- Significantly more likely to:
- Be located on north end, storefront or office building vs. home-based business
  - Have received financial assistance
  - Been in business 5-9 or 15-24 vs. 10-14 years
  - Have \$100K-\$999K vs. <\$100K annual income
  - Be brick & mortar business

	2021	2020
Average number of employees	10.7	12.5

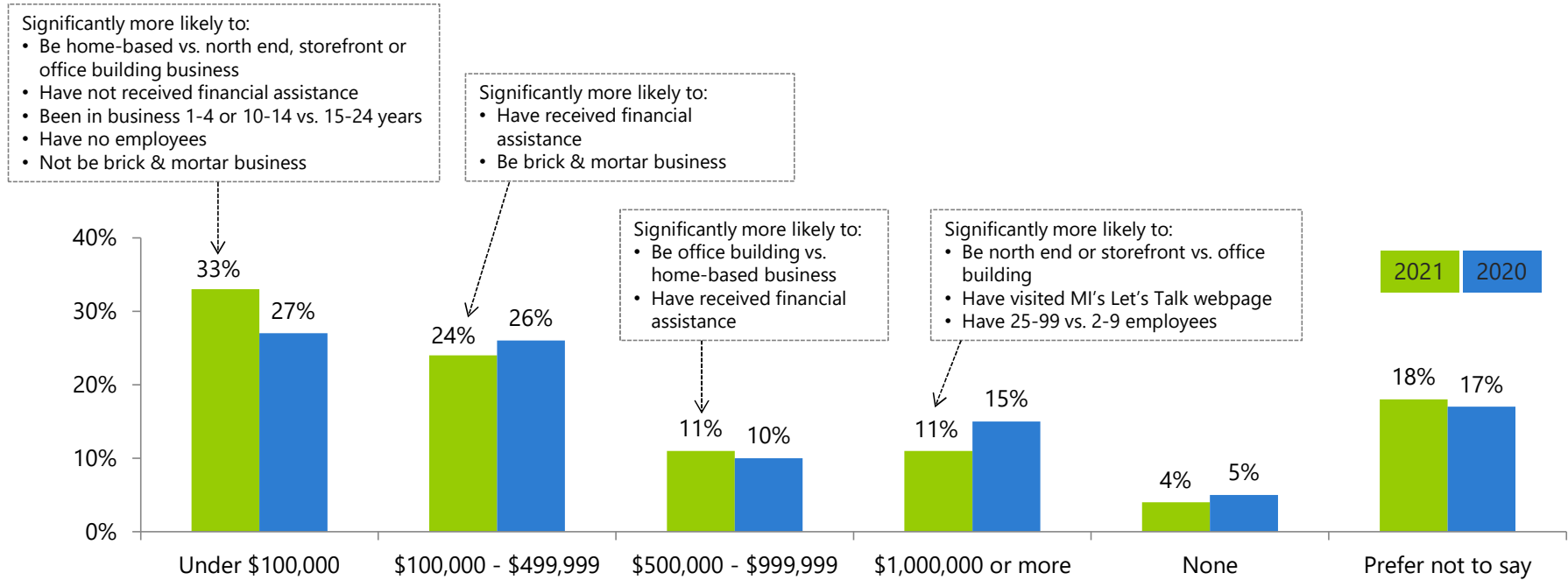


Q16. How many employees (full or part-time) do you have? (2021 N=123, 2020 N=210)



# Demographics – Annual Revenue

Over half (57%) of businesses that participated in this survey report 2020 revenue under \$500K.



Q17. What is your annual revenue for 2020? (2021 N=123, N=209)



# Demographics – Business Type

Type of Business	2021	2020
Consulting	17%	20%
Health/Wellness (dentist, physical therapist, acupuncture, etc.)	15%	11%
Retail	14%	6%
Other Professional Services	11%	7%
Artist/Arts Organization	9%	5%
Real Estate (commercial, residential, lending, etc.)	8%	6%
Financial Services (banking, CPA, financial planning, etc.)	7%	9%
Architecture/Engineering/Construction/Contractor	6%	9%
Fitness Studio/Gym	6%	6%
Legal Services	6%	5%
Food/Drink Service	5%	7%
Non-profit	5%	2%
Personal Services (hair salon, nail salon, etc.)	4%	6%
Childcare/Education Services (daycare, preschool, etc.)	2%	5%
Design Services (interior, graphic, etc.)	2%	4%
Technology Services (software development, web services, etc.)	2%	6%
Online Sales/ecommerce	2%	-
Grocery	1%	1%
Manufacturing	1%	2%
Other	6%	2%

17% of Mercer Island businesses participating in this survey are in Consulting. The next most common type is Health/Wellness (15%).

Proportionately, this year significantly more Retail establishments and significantly less Technology Service businesses completed the survey compared to last year.

In 2021, significantly more likely to:

- Be a home-based business
- Have been in business 5-14 years vs. 2-4 years

In 2021, significantly more likely to:

- Be located on north end or in an office building vs. storefront or home-based business
- Have been in business 15-24 years vs. 5-9 years
- Have \$100-\$499K vs. \$500-\$999K annual income

Q18. Which of the following best describes your business? (2021N=123, 2020 N=208) (multiple responses allowed)





# Beautify the Town Center & Attract New Businesses

This was an open-ended question, allowing participants to share ideas on how the City can strengthen the MI business community. Nearly a third of participants (31%) made suggestions related to improving the community in general, attracting new businesses, Town Center planning and beautifying the City.

Suggestions to Strengthen Business Community	2021
Improve community/attract new businesses/town center master planning/beautify city	31%
Marketing/advertisement/allow signage	15%
Address recommendations in this survey/listen to the business community/appreciate what businesses do for the city	10%
Affordable office space/better lease options	8%
Improve parking	6%
Keep businesses informed/better communications	6%
Help network/make connections	4%
Offer grants/financial support/decrease taxes	3%
Safety	3%
Appreciate efforts of City	1%
Other	13%
Don't know	11%

“Need a comprehensive plan and vision for the City. Take a look at Lake Oswego's city plan - it is vibrant and welcoming to pedestrians and shoppers thanks to the architecture and planning and incorporation of public spaces. The traffic islands are a good first start to creating a good impression.”

“MI Next campaign was an awesome start! Continue marketing online and support in-person events / programs that allow the business community to connect directly with customers / clients. Participate more readily in the First Friday tradition and Farmer's Market Sundays. This should be a campaign for all residents (and off-Islanders) to support local MI businesses.”

“Help with rents of buildings to keep merchants/restaurants here on the Island.”

“I feel that communication is always the key to success. If the city kept us up to date on the comings and goings of businesses, the projects, they ways you are spending resources to support, grow and keep safe the businesses on the Island, I think the affect would be huge.”

”



Q19. What specifically can the City of Mercer Island provide to strengthen the Mercer Island business community? (2021 N=72) (open-ended question)





# APPENDIX

City of Mercer Island  
Business Follow-up Survey

You have received this survey because you own or operate a business based on Mercer Island.  
Last summer (July-August 2020), the City of Mercer Island surveyed Island-based businesses to better understand how they have been impacted by the COVID-19 pandemic.  
The City is now conducting a follow-up survey to check in and help determine how best to support the Island business community going forward.

Why survey you now?

On May 13, Governor Jay Inslee announced that most business and activity restrictions would ease by June 30. As the community continues to recover from the pandemic and the State moves closer to full reopening, we want to learn more about how the City can best support your business.  
Responses to this survey will inform continued reopening and recovery support as well as provide information for longer-term economic development and small business support on Mercer Island.

This survey contains 19 questions and will take approximately 8-10 minutes to complete.

Questions? Contact Sarah Bluvas, Economic Development Coordinator for the City of Mercer Island: [sarah.bluvas@mercerisland.gov](mailto:sarah.bluvas@mercerisland.gov) | 206.275.7864

Thank you for your time! We truly appreciate your input.

- Q1. Which of the following best describes where your business is located? (Check all that apply.)
- Located in the north end business district 47%
- Located in the south end business district 4%
- Store front 16%
- Located within an office building 14%
- In-home/home-based business 39%
- Other (please specify) 2%
- I no longer have a business based on Mercer Island (SINGLE SELECT, SKIP TO Q20) 5%

- Q2. What challenges are you currently facing due to COVID-19? (Please read answers carefully. Check all that apply.)
- Keeping up with/figuring out the State-mandated COVID-19 rules 27%
- Trouble paying rent/accessing rent relief 7%
- Trying to open/stay open, but cannot find staff/my staff does not want to work 15%
- Have to cut employees' hours 6%
- Business has decreased significantly 29%
- Parking 4%
- Supply chain issues 2%
- Increased costs 1%
- Other (please specify) 5%
- Not currently facing any challenges due to COVID-19 (SINGLE SELECT) 36%

Q3. What new challenges do you anticipate facing when business and activity restrictions lift on June 30th? (Please be as specific as possible.)

Q4. Have you received any of the following financial assistance during the COVID-19 crisis? (Check all that apply.)
- I have not pursued any financial assistance 44%
- Paycheck Protection Program Loan (PPP) 45%
- SBA Economic Injury Disaster Loan (EIDL) 17%
- Working Washington Small Business Emergency Grant 9%
- WeLoveMI campaign 7%
- Mercer Island COVID-19 Relief for Small Businesses Grant Program 13%
- Deferred or reduced rent for commercial space 9%
- Private loans, lines of credit, etc., from your banking institution 3%
- Other Federal, State, or Local funding sources 1%
- Other private loan or grant programs (e.g., Facebook Small Business Grant Program) 4%
- I applied for some of these but did not receive any financial assistance (SINGLE SELECT) 3%
- Other (please specify) 0%



Q5. Over the past year, what changes did you make, due to COVID-19, that were helpful in maintaining your business?

\_\_\_\_\_

\_\_\_\_\_

Q6. Have you heard of the City of Mercer Island's Let's Talk webpage for businesses found at ["letstalk.mercergov.org/coronavirus\\_business"](http://letstalk.mercergov.org/coronavirus_business)?

- Yes, I've heard of it and have visited the website **18%**
- Yes, I've heard of it, but have not visited the website yet **19%**
- No, I have not heard of it **64%**

Q7. During the COVID-19 pandemic, the City of Mercer Island implemented several projects to support local Island businesses. For each of the following projects, please indicate if the City should continue or stop working on them.

	Continue	Stop	Don't know
Enact emergency policies to assist Island businesses (e.g., temporary use of public and private parking to support outdoor dining)	<input type="checkbox"/> <b>75%</b>	<input type="checkbox"/> <b>7%</b>	<input type="checkbox"/> <b>18%</b>
Coordinate M next "buy local" marketing campaign to connect Island residents with Island businesses ( <a href="http://www.mercerislandnext.com">www.mercerislandnext.com</a> )	<input type="checkbox"/> <b>62%</b>	<input type="checkbox"/> <b>15%</b>	<input type="checkbox"/> <b>24%</b>
Provide/redistribute outdoor seating for public spaces and other areas in Mercer Island Town Center	<input type="checkbox"/> <b>75%</b>	<input type="checkbox"/> <b>2%</b>	<input type="checkbox"/> <b>23%</b>

Q8. The City of Mercer Island continues to seek ways to support local businesses during and after the pandemic recovery. For each of the following efforts, please indicate if you feel the City should work on them or not.

	Work on it	Don't spend the time	Don't know
Helping <u>your</u> business seek commercial rental relief/other needs related to commercial property	<input type="checkbox"/> <b>21%</b>	<input type="checkbox"/> <b>51%</b>	<input type="checkbox"/> <b>28%</b>
Connecting <u>your</u> business with free marketing	<input type="checkbox"/> <b>44%</b>	<input type="checkbox"/> <b>38%</b>	<input type="checkbox"/> <b>17%</b>

assistance (e.g., social media marketing, creative advertising design)			
Connecting <u>your</u> business with free technical assistance (e.g., website development, CPA)	<input type="checkbox"/> <b>32%</b>	<input type="checkbox"/> <b>53%</b>	<input type="checkbox"/> <b>15%</b>
Connecting <u>your</u> business with ways to partner with other local business to enhance/promote products/services	<input type="checkbox"/> <b>52%</b>	<input type="checkbox"/> <b>35%</b>	<input type="checkbox"/> <b>14%</b>
Coordinating Town Center beautification and seasonal decorations	<input type="checkbox"/> <b>66%</b>	<input type="checkbox"/> <b>15%</b>	<input type="checkbox"/> <b>19%</b>
Coordinating special community events in Town Center and adjacent neighboring parks/public spaces	<input type="checkbox"/> <b>74%</b>	<input type="checkbox"/> <b>10%</b>	<input type="checkbox"/> <b>17%</b>

Q9. Results from the previous survey indicated interest in networking opportunities with other Island businesses. What specifically would you hope to gain from networking with these other businesses?

\_\_\_\_\_

\_\_\_\_\_

Q10. Looking forward, the City of Mercer Island is embarking on long-term efforts to support and strengthen the Island business ecosystem. In 2021, the City has begun looking at Town Center retail requirements and issues related to public & commuter parking. Thinking long-term, what are the top three policy or programs areas you would want the City to explore on behalf of local businesses? (Pick no more than three.)

- Walkability in north and south end business districts **35%**
- Helping people find their way to/from north and south end business districts (i.e., wayfinding) **6%**
- Community-wide branding and marketing (e.g., expanding M|next "buy local" campaign) **26%**
- Business attraction **25%**
- Business retention **33%**
- Workforce development **0%**
- Tourism development (e.g. attracting visitors via Light Rail) **15%**
- Sustainability/ "green" business programs **13%**
- Business innovation programs **10%**
- Funding mechanisms to support local businesses (e.g., tax-related district designation, regional/federal grants) **21%**
- Town Center visioning and/or master planning **40%**

- City code review and updates/development (e.g. zoning, parking requirements, etc.) **33%**
- General beautification **3%**
- Don't know what to suggest **2%**
- Don't work on any of these (SINGLE SELECT) **2%**
- Other (please specify) \_\_\_\_\_ **7%**

Q11. What one action could the City of Mercer Island take to measurably help your business? (This could be something already mentioned or a different need that you might have. Please be as specific as possible.)

\_\_\_\_\_

\_\_\_\_\_

Q12. The City's long-term economic development planning efforts will include more opportunities to engage with the business community about needs and concerns. If you are interested in staying informed and/or getting involved with these efforts, please provide your contact information below.

Business:  
 Primary Contact:  
 Phone:  
 E-mail:

Q13. Where do you currently access information regarding resources and opportunities for the Mercer Island business community? (Check all that apply.)

- Mercer Island Reporter **27%**
- Mercer Island Chamber of Commerce **31%**
- Mercer Island Rotary **0%**
- City of Mercer Island website [www.MercerIsland.gov](http://www.MercerIsland.gov) **34%**
- City of Mercer Island's "Let's Talk" page with COVID-19 resources for businesses: <https://letstalk.mercergov.org> **6%**
- The City's "MI Weekly" e-newsletter [www.mercerisland.gov/MIweekly](http://www.mercerisland.gov/MIweekly) **20%**
- Nextdoor **31%**
- Facebook – The City of Mercer Island **12%**
- MyMercerIsland.com (website/email newsletter) **12%**
- Mlnext website: [www.mercerislandnext.com](http://www.mercerislandnext.com) **4%**
- Word of mouth **48%**
- Other (specify) \_\_\_\_\_ **6%**

Hardwick Research City of Mercer Island Online Survey Page 5

- I don't access information regarding the MI business community (SINGLE SELECT) **15%**

Q14. The City of Mercer Island is working on ways to help Island businesses stay informed about City processes and updates that impact the business community. What type of information related to the local business community are you interested in receiving from the City? (Check all that apply.)

- City permitting requirements and process **32%**
- City tax requirements **32%**
- City impact fee requirements **20%**
- City wide economic development planning (including business attraction and retention) **45%**
- Directory of Mercer Island businesses **38%**
- Opportunities for networking with other businesses and/or organizations **43%**
- Ways to promote/market business **40%**
- Opportunities for accessing funding (e.g., grants, loans, tax credits, etc.) **32%**
- Other (specify) \_\_\_\_\_ **2%**
- Don't know what to suggest (SINGLE SELECT) **11%**
- Nothing (SINGLE SELECT) **10%**

Q15. How many years have you been doing business on Mercer Island?

\_\_\_\_\_ years

- Under 5 **28%**
- 1-9 years **24%**
- 10-19 years **26%**
- 20 or more **22%**

Q16. How many employees (full or part-time, excluding yourself) do you have?

- None **40%**
- 1 **11%**
- 2 – 9 **36%**
- 10 – 24 **8%**
- 25 – 99 **4%**
- 100 – 499 **2%**
- 500 + **0%**

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Q17. What is your annual revenue for 2020?

- Under \$100,000 **33%**
- \$100,000 - \$499,999 **24%**
- \$500,000 - \$999,999 **11%**
- \$1,000,000 or more **11%**
- None **4%**
- Prefer not to say **18%**

Q18. Which of the following best describes your business? (Check all that apply.)

- Architecture/Engineering/Construction/Contractor **6%**
- Artist/Arts Organization **9%**
- Consulting **17%**
- Childcare/Education Services (daycare, preschool, etc.) **2%**
- Design Services (interior, graphic, etc.) **2%**
- Financial Services (banking, CPA, financial planning, etc.) **7%**
- Fitness Studio/Gym **6%**
- Food/Drink Service **5%**
- Grocery **1%**
- Health/Wellness (dentist, physical therapist, acupuncture, etc.) **15%**
- Legal Services **6%**
- Manufacturing **1%**
- Other Professional Services **11%**
- Personal Services (hair salon, nail salon, etc.) **4%**
- Real Estate (commercial, residential, lending, etc.) **8%**
- Retail **14%**
- Technology Services (software development, web services, etc.) **2%**
- Online sales/ecommerce **2%**
- Non-profit **5%**
- Other (specify) \_\_\_\_\_ **6%**

Q19. What can the City of Mercer Island provide to strengthen the Mercer Island business community? Please share your suggestions.

\_\_\_\_\_

\_\_\_\_\_

• • • SKIP TO THE END • • •

Hardwick Research      City of Mercer Island Online Survey      Page 7

Q20. You indicated that you no longer have a business based on Mercer Island. Which of the following best describes your situation? (Check all that apply.)

- I moved my business off the Island **11%**
- I closed/sold my business because I have decided to retire **11%**
- I had to close my business due to COVID-19 **44%**
- I have temporarily closed my business, but have plans to re-open **22%**
- Other (please specify) \_\_\_\_\_ **22%**

Thank you for sharing your opinions and experience with us.

Hardwick Research      City of Mercer Island Online Survey      Page 8



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# City of Mercer Island

## COVID-19 Follow-up Business Survey Research Report

Research conducted June-July 2021  
By Hardwick Research







# BACKGROUND & METHODOLOGY





# Background and Objectives

Many Mercer Island businesses have been faced with challenges due to the COVID-19 pandemic. The City has been working to support these businesses and help them weather the economic impact of this crisis.

To better understand the needs of all Island businesses an online survey was conducted in July-August of 2020. Now that the State of Washington is lifting business and activity restrictions (as of June 30, 2021), the City wishes to conduct a follow-up online survey. This survey will be used to reassess business needs to determine what:

- Has changed since last summer, if anything
- Challenges Mercer Island businesses are still facing
- Types of aid/support Island businesses still need
- New needs have arisen
- Ways the City can support the local business community

As a means to further communication between the City and Island businesses, contact information was gathered for those interested in staying informed and/or getting involved in the City's long-term economic development planning efforts.



# Methodology


The 2021 online survey was conducted to gather feedback from Mercer Island businesses.

The research was conducted June 15 – July 7, 2021.

Invitations to participate in the survey were distributed via:

 Email to 962 Mercer Island businesses (176 surveys for a 18% response rate)

 250 Brick & mortar businesses (65 completes for a 26% response rate)

 712 Other businesses (99 completes for a 14% response rate)



Mercer Island Chamber of Commerce email newsletter (6 surveys)



City of Mercer Island email newsletter (6 surveys)

The questionnaire contained 19 questions, 5 of which were open ended, requiring an average of 10 minutes to complete.

The survey was designed by Nancy Hardwick, Hardwick Research, in conjunction with Sarah Bluvas, Economic Development Coordinator for the City of Mercer Island.

This research was gathered by Hardwick Research, who also conducted the analysis and developed this report.



# 2021 Participating Business Demographics

Compared to the previous survey, this year fewer home-based businesses completed the survey, the number of employees has decreased slightly, and significantly more retail businesses completed the survey.

Business Locations	Years in Business	Business Types
<ul style="list-style-type: none"> <li>• North end (47%)</li> <li>• Home-based (39%)</li> <li>• Storefront (16%)</li> <li>• Office building (14%)</li> <li>• South end (4%)</li> <li>• No longer have business based on MI (5%)</li> </ul>	<ul style="list-style-type: none"> <li>• Under 5 (28%)</li> <li>• 5-9 (24%)</li> <li>• 10-19 (26%)</li> <li>• 20 or more (22%)</li> </ul> <p>Note: 12.8 average years in business</p>	<ul style="list-style-type: none"> <li>• Consulting (17%)</li> <li>• Health/Wellness (15%)</li> <li>• Retail (14%)</li> <li>• Other professional services (11%)</li> <li>• Artist/Arts organization (9%)</li> <li>• Real estate (8%)</li> <li>• Financial services (7%)</li> <li>• Architecture/Engineering/Construction/Contractor (6%)</li> <li>• Fitness Studio/Gym (6%)</li> <li>• Legal services (6%)</li> <li>• Food/Drink service (5%)</li> <li>• Non-profit (5%)</li> <li>• Personal services (4%)</li> </ul>
2020 Revenue	# Employees	
<ul style="list-style-type: none"> <li>• Less than \$100K (33%)</li> <li>• \$100K-\$499K (24%)</li> <li>• \$500K-\$999K (11%)</li> <li>• \$1M and up (11%)</li> <li>• None (4%)</li> </ul> <p>Note: Over half have 2020 revenue under \$500K</p>	<ul style="list-style-type: none"> <li>• None (40%)</li> <li>• 1 (11%)</li> <li>• 2-9 (36%)</li> <li>• 10-24 (8%)</li> <li>• 25-99 (4%)</li> <li>• 100 and up (2%)</li> </ul> <p>Note: 10.7 average number of employees</p>	



# Report Annotations

## Statistical Significance Testing

- All statistical testing for this study has been done at the 95% confidence level. The confidence level refers to how confident you are that all businesses in the targeted region would have responded this way. This industry standard guarantees, with 95% certainty, that these results are accurate.
- Based on the universe of 962 emailed businesses and a sample size of 176 completed surveys from obtained from that list, the margin of error is  $\pm 6.67\%$ . (This does not take into account the 12 surveys gathered from other sources that are included in this survey, as that "universe" of potential candidates is unknown.)
- Statistically significant differences will be identified as such. "Trends," although not always statistically significant, are also identified.

## Comparisons Over Time

- When applicable, comparisons over time have been included. In any situation where a difference is a statistically significant one, a red circle has been used to highlight that difference.

## All Survey Responses

- In some situations, due to space limitations, survey answers that garnered 5% or fewer responses were not included in the slides. For a complete list of all responses, see the survey located in the Appendix of this report.



# SUMMARY OF RESULTS



# Key Findings

## Business Challenges

- 36% report they are not currently facing any challenges. The primary challenges (top three) currently being faced due to COVID-19 are:
  - Business has decreased significantly (29%)
  - Keeping up with/figuring out the State-mandated COVID-19 rules (27%)
  - Trying to open/stay open, cannot find staff/my staff does not want to work (15%)
- 38% do not anticipate new challenges when activity restrictions are lifted. New challenges (top three) anticipated are:
  - Too much business/staffing concerns (15%)
  - Issue specific to my business (12%)
  - Keeping business up/continued decreased business (10%)

## Remedies / Changes Implemented

- More than half (56%) chose to pursue financial assistance, with many (45%) taking advantage of the PPP
- Most survey participants (85%) have made changes due to COVID-19, including (top three):
  - Hold online meetings/ZOOM/meet with staff and customers online (18%)
  - Have employees work at home/remotely (13%)
  - Adapted business model to continue working during pandemic (12%)



# Key Findings (Continued)

## Information Sources

- About a third of businesses are aware of the Let’s Talk webpage (36%), up slightly from last year’s 31%. However only half (18%) of those who have heard of the Let’s Talk webpage have visited
- Other information sources (top four) include:
  - Word of mouth (48%)
  - City of Mercer Island website (34%)
  - Nextdoor (31%)
  - Mercer Island Chamber of Commerce (31%)

## City Programs & Support

- A majority of businesses want the City to continue projects to support local Island businesses:
  - Enact emergency policies to assist Island businesses (75%)
  - Coordinate MInext "buy local" marketing campaign to connect Island residents with Island businesses (62%)
  - Provide/redistribute outdoor seating for public spaces and other areas in Mercer Island Town Center (75%)
- Desire for on-going support varied with the most popular (top three) being:
  - Coordinating special community events in Town Center and adjacent neighboring parks/public spaces (74%)
  - Coordinating Town Center beautification and seasonal decorations (66%)
  - Connecting your business with ways to partner with other local business to enhance/promote products/services (52%)
- Businesses expect to gain new business opportunities and support from other businesses through networking



# Key Findings (Continued)



- Businesses want the City to explore program areas (top four):
  - Town Center visioning and/or master planning (40%)
  - Walkability in north and south end business districts (35%)
  - Business retention (33%)
  - City code review and updates/development (33%)
- Important actions the City could take to help their businesses include (top three):
  - Fostering/improving the community/attracting new businesses/Town Center master planning (17%)
  - Marketing/advertisement/allow signage (15%)
  - Improve Parking (14%)
- Businesses want information related to the local business community in the following areas (top four):
  - City wide economic development planning (including business attraction and retention) (45%)
  - Opportunities for networking with other businesses and/or organizations (43%)
  - Ways to promote/market business (40%)
  - Directory of Mercer Island business (38%)
- The City can strengthen the business community by (top three):
  - Improving the community/attracting new businesses/Town Center master planning/beautifying the City (31%)
  - Marketing/advertisement/allow signage (15%)
  - Address recommendations in this survey/listen to the business community/appreciate what businesses do for the City (10%)





# Suggestions from Survey Respondents

“

*“Incentives for new businesses to come to Mercer Island - attract new kinds of business.”*

*“A more appealing downtown that entices people to MI, like more/better shops and restaurants.”*

*Make north end downtown more interesting and cooler, attract higher end retail to make people come and stay. Use all the "wasted" spaces that don't serve to bring people to MI. Increase the aesthetics of the downtown through better architecture and urban planning.*

*“Attract businesses that make the northern downtown area more attractive for employees who are looking to get out at lunch.”*

*“Support organizations within the community that provide services to businesses and to the greater community like the Chamber of Commerce, the Community Fund, MIYFS, etc. Maintain and enhance the town center landscape and parks, and support the arts and cultural events in the town center. Create gateway to/from Link Light Rail to the town center and greater community.”*

*“Clean and beautify the business areas. Look at how Bellevue is beautifying its city. Clean, repair, beautify.”*

*“Keep Mercer Island an excellent place to live with a beautiful robust downtown and beautiful parks so folks want to build, remodel and live here.”*

Business  
Community  
Development

*“Assist in affordable marketing/advertisement.”*

*“Be more understanding of signage I understand that you don't want things to look ugly and I agree, however, we also need to be able to advertise our businesses. There should be a middle ground on that.”*

*“Spotlight businesses.”*

*“The City of Mercer Island could sponsor a street fair for the local businesses and organizations like the City of Kirkland has done in the past handing out brochures and free samples.”*

Marketing

”



# Suggestions from Survey Respondents

“

Affordable Space

*“Make it affordable to run a business on MI.”*

*“Creating more affordable commercial real estate. All my clients who live on Mercer island always talk about how nice it is to have quality businesses on the island but there aren’t many options. It keeps me busy for sure but I don’t know about the long term. If I have to move out (6 months leases at a time and room sharing), where am I going to go. It’s not like Bellevue where I can just find another spot. It’s hard to find places on the island.”*

*“Keep commercial rent rates at a reasonable and competitive rate.”*

*“My rent is extremely high on MI I am thinking of selling my business.”*

*“Acknowledge how hard all of the business owners work to provide goods and services to our residents. Many of us have sacrificed personal time, a paycheck, taken verbal abuse from unappreciative customers, dealt with theft, etc. over the years. Respect, appreciation and courtesy go a long way!”*

*“Address the questions and recommendations answered in this survey.”*

Appreciate, Listen to Businesses

Parking

*“Keep street parking free for as long as possible, but enforce time limits especially once light rail comes.”*

*“Provide more public parking.”*

*“The City could and should have a plan for parking. Putting public parking in buildings like the Hadley mostly go unused by the people who frequent the businesses located on the first floor. The new buildings that go up should have outdoor parking (not indoor or underground) available for people to park when using retail.”*

”



# CONCLUSIONS & RECOMMENDATIONS



# MI Businesses in Better Situation than a Year Ago

As a whole, Island businesses are in significantly better situation than they were a year ago.

Improvements
Businesses are: <ul style="list-style-type: none"><li>• More likely to say they are not currently facing any challenges</li><li>• Less likely to say business had decreased significantly</li><li>• Less likely to say they have had to cut employees hours</li><li>• More received some type of financial assistance since the last survey</li></ul>

Concerns
However, staffing concerns are an issue. Business are significantly more likely to say they are trying to stay open, but cannot find the needed staff.



# Businesses Want the City to Keep Them in the Loop

About 60% of those who completed the survey added their contact information in order to stay informed and/or get involved in the City’s long-term economic development planning efforts.

This high interest in the City’s plans for economic development in the Town Center is reflected in the survey with recommendations regarding changes to improve the Town Center shared in the open-ends.

### Communication

Communication with Island businesses will be very important going forward. Targeted emails and communication through the City’s website (34% report using it as a resource) would be ideal.

- Although awareness of the City’s Let’s Talk webpage has increased, it still is not visited by businesses (only 6% indicate it’s a source of information)
- Keep in mind, this group of businesses are looking to be kept up specifically on economic development plans, not all things Mercer Island, as they have a vested interest in any changes or updates to the Town Center

### Types of Desired Information

Nearly half of all businesses surveyed (45%) indicate they are interested in receiving the following types of information from the City:

- City-wide economic development planning (including business attraction and retention) (45%)
- Opportunities for networking with other businesses and/or organizations (43%)
- Ways to promote/market business (40%)



# Create Networking Opportunities for Businesses

Throughout the survey, businesses indicated that the opportunity to network with other Island businesses in important.

## Networking Advantages

Businesses see networking as a way to:

- Partner with other businesses to enhance/promote products/services
- Provide referrals and uncover possible business opportunities
- Support and connection with others

## The City Should be Involved

Island businesses would like the City of Mercer Island to help by providing opportunities for networking with other businesses and/or organizations.



# Businesses Looking for Continued Support

## City is Already Doing/Should Continue

Changes the City has already put into place are popular among businesses, with many of them declaring the City should continue with them.

- 75% want the enacted emergency policies to assist Island business to continue
- 75% would like to see the outdoor seating in public spaces remain

62% of businesses are supportive of MInext, while businesses in the North End and brick & mortar businesses make up many of those suggesting the City stop this effort (15%).

## Future Needs/Desires

The need for rent relief (21%) and making it less expensive to do business was raised by some; however, many other avenues for the City to support businesses surfaced. The top two ways the City can support businesses center on developing a thriving Town Center.

- 74% would like to see special community events in the Town Center and adjacent public spaces
- 66% want Town Center beautification and seasonal decorations



# The City Should Concentrate on Town Center

Suggestions	Ideal Town Center
<p>Mercer Island businesses would like to see the City work to improve the Town Center. Many see these improvements as a way to boost their business. Suggestions include:</p> <ul style="list-style-type: none"> <li>• Holding special community events in the Town Center and adjacent public spaces (74%)</li> <li>• Beautifying the Town Center and installing seasonal decorations (66%)</li> </ul>	<p>Businesses describe their ideal Town Center as:</p> <ul style="list-style-type: none"> <li>• Walkable</li> <li>• Cute</li> <li>• Clean</li> <li>• Inviting</li> <li>• Welcoming</li> <li>• Beautified</li> <li>• Cooler</li> <li>• Well-maintained</li> <li>• Safe</li> <li>• More interesting</li> </ul>

Consider engaging local groups (e.g., garden clubs, service organizations, business owners) to beautify/maintain plantings, sidewalks, seating areas in the downtown business district.





# A Thriving Town Center is Key

## Important Policy/Programs to Businesses

The top policy or program areas the City should explore on behalf of local businesses are:

- "Town Center visioning and/or master planning" (40%)
- "Walkability in north and south end business districts" (35%)
- "Business retention" (33%)
- "City code review and updates/development" (33%)

## Desired City Actions

The desire for a thriving Town Center also surfaces when businesses shared the one action the City could take to help their business. Specifically, businesses would like to see the City assist with:

- Fostering/improve community/attract new businesses/Town Center master planning (17%)
- Marketing/advertising/allow signage (15%)
- Improve parking (14%)



# Consider Suggested Updates for the Town Center

## Businesses' Town Center Wish List

Businesses would like the Town Center to have:

- More restaurants
- Upper end restaurants
- High end retail
- More people and activity
- Incorporate more public spaces
- Sidewalk/outdoor seating
- 3 minute pick-up parking spots or curbside zones
- Parking (lack of parking is an issues in some areas and not others)

## Desired City Actions

According to businesses surveyed, the City should work to help develop a Town Center that:

- Attracts on-island and off-island shoppers
- Is a place for families
- Is a vibrant community where people want to live
- Encourages development that brings in more people, businesses, provides low income housing
- Redevelop underutilized areas of downtown
- Keeps the cost of opening a new business (City permit fees and studies) to a minimum



# Continue Open Communication Efforts

## Communicate with the Community

As the City of Mercer Island continues to work on its long-term economic development efforts, gathering feedback from community members (businesses and residents) will be critical.

- To encourage future participation, be sure to share the results of any research or community information gathering efforts with constituents
- Consider surveying residents to understand what they envision for the north and south end business districts
- Consider bringing together a task force of Island businesses owners and residents to assist with economic development planning

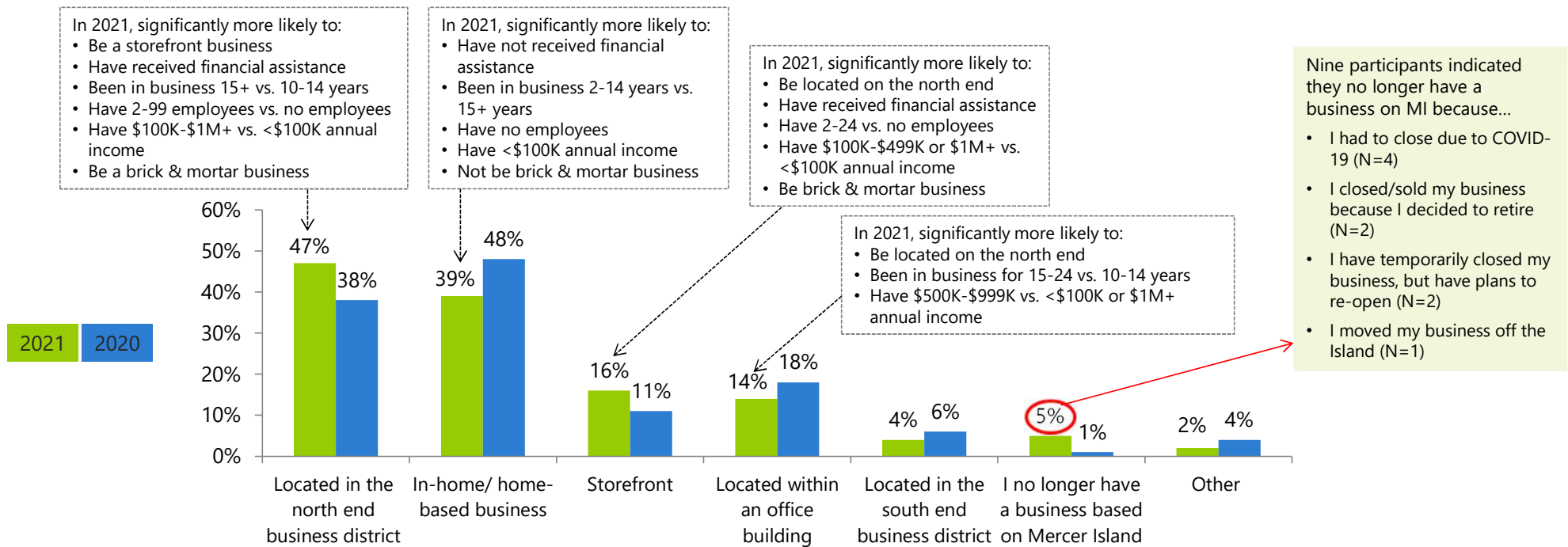


# DETAILED FINDINGS



# More North End Businesses Responded this Year

The survey was distributed to all businesses on Mercer Island. Of those who responded this year, 47% are businesses located in the north end business district, an increase from 2020

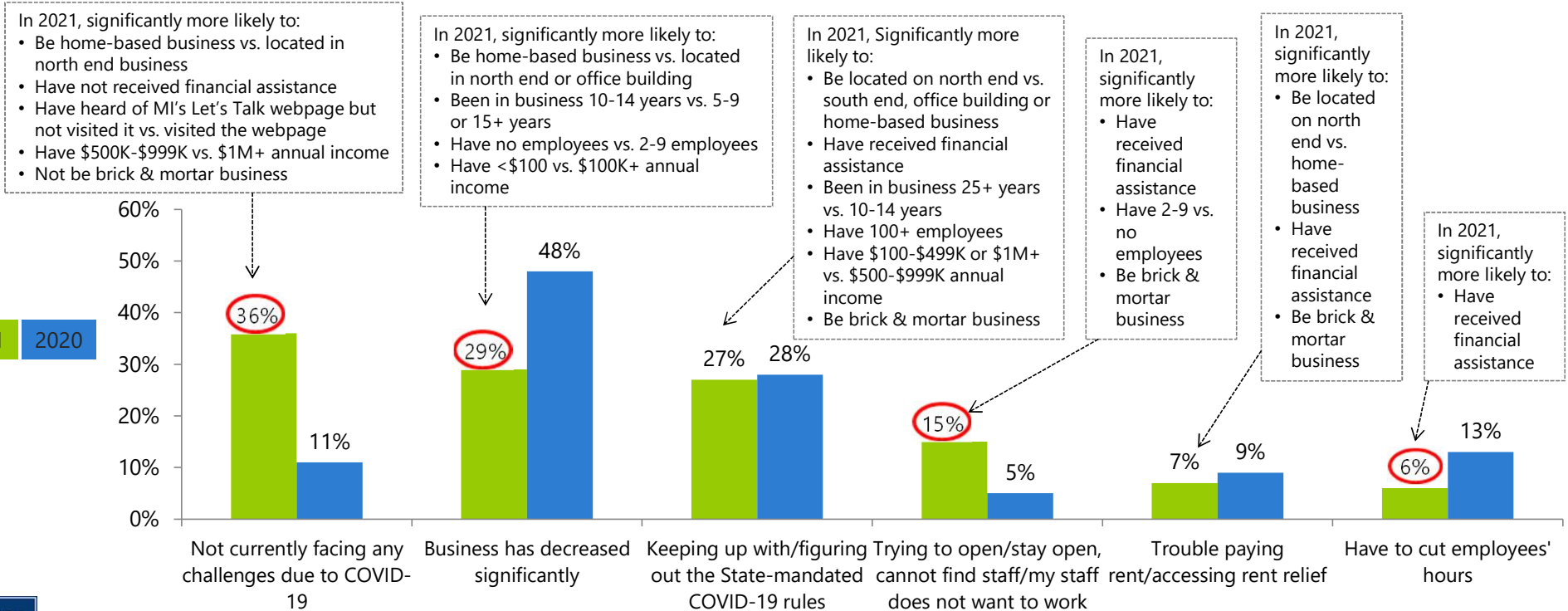


Q1. Which of the following best describes your business location? (2021 N=176, 2020 N= 269) (multiple responses allowed)  
 Q20. You indicated that you no longer have a business on Mercer Island. Which of the following best describes your situation? (Check all that apply) (2021 N=9)



# Businesses Facing Fewer Challenges in 2021

There is positive news for MI businesses, as more indicate they are not currently facing challenges due to COVID-19; their business has not decreased significantly and they have not had to cut employees' hours. However, more are challenged by trying to stay open/cannot find staff/staff does not want to work.



Q2. What challenges are you facing, at this time and going forward, due to COVID-19? (2021 N=143, 2020 N= 238) (multiple responses allowed)







# Some Anticipate New Challenges after June 30th

Those who anticipate a challenge noted “too much business/staffing concerns” (15%) will be an issue. Over a third of respondents (38%) indicate they do not anticipate facing any new challenges when business and activity restrictions are lifted.

New Challenges Anticipated	2021
Too much business/staffing concerns	15%
Issue specific to my business	12%
Keeping business up/continued decreased business	10%
Exposure to virus/how to handle new cases	8%
Masks/will still require/may still require	8%
Parking	4%
Increased traffic/commuting time	3%
None/Don't foresee any	38%
Other	8%
Don't know/no reason	2%

“A sudden uptick in customer flow and not being able to staff fast enough.”

“More of the same challenges managing work load short staffed.”

“As a healthcare professional, we are still navigating mask requirements. Do we require masks and upset some people? Or do we not require masks and upset the other people? Still looking to the health department for guidance but also need to weigh patient comfort level and expectations.”

“Finding employees. Navigating unclear protocols! We all need to be on the same page.”

“Not enough staff, staff still feel uncomfortable with clients not wear face coverings/masks or mask mandate is lifted.”

“Pandemic restrictions have made potential customers aware of the ease of online shopping. After a year of shopping from home our challenge will be to motivate them to get in the car and go shopping.”

Q3. What new challenges do you anticipate facing when business and activity restrictions lift on June 30th? (Please be as specific as possible.) (2021 N=143) (open-ended question)







# More Businesses Sought Assistance in 2021

This year more respondents indicate they received financial assistance through a number of Federal, State and local programs.

Type of Assistance	2021	2020
Paycheck Protection Program (PPP)	45%	39%
I have not pursued any financial assistance	44%	48%
SBA Economic Injury Disaster Loan (EIDL)	17%	14%
Mercer Island COVID-19 Relief for Small Businesses Grant Program	13%	N/A
Working Washington Small Business Emergency Grant	9%	2%
Deferred or reduced rent for commercial space	9%	N/A
WeLoveMI campaign	7%	7%
Other private loan or grant programs (e.g., Facebook Small Business Grant Program)	4%	3%
Private loans, lines of credit, etc. from your banking institution	3%	3%
I applied for some of these, but did not receive any financial assistance	3%	3%
Other Federal, State, or Local funding sources	1%	2%

In 2021, significantly more likely to:

- Not be home-based business
- Have visited MI's Let's Talk webpage vs. heard of but have not visited
- Have been in business 15-24 years vs. <15 years
- Have 2-99 employees vs. no employees
- Have \$100K-\$1M+ vs. <\$100K annual income
- Be brick & mortar business

In 2021, significantly more likely to:

- Be home-based or south end business
- Have heard of MI's Let's Talk webpage but not visited it vs. visited the webpage
- Have been in business <15 or 25+ years vs. 15-24 years
- Have no employees vs. 1-99 employees
- Have <\$100K vs. \$100K+ annual income
- Not be brick & mortar business

In 2021, significantly more likely to:

- Be north end vs. home-based business
- Have been in business 2-4 years vs. 10-14 years
- Be brick & mortar business

In 2021, significantly more likely to:

- Be north end or storefront vs. office building business
- Have received financial assistance
- Have 10-24 employees vs. no employees
- Not be brick & mortar business



Q4. Have you received any of the following financial assistance during the COVID-19 crisis? (2021 N=139, 2020 N= 269) (multiple responses allowed)



# Changes Made Varied Widely

Over the past year participants found the following changes helped in maintaining their business:

Helpful Changes Made Due to COVID-19	2021
Online meetings/ZOOM, meet with staff and customers online	18%
Employees work at home/remotely	13%
Adapted business model to continue working during pandemic	12%
Cutting expenses	8%
Develop/increase online presence/sales	8%
Masks/PPE	7%
Reduced hours of operation	6%
Pick-up/delivery of goods/to go	5%
Social distancing/Safety protocols/Reconfiguring space for distancing	5%
Conducted more business outdoors	4%
Extra cleaning/sanitizing/air filters	4%
Following rules/guidelines (general)	4%
Reduce number of staff/customers in facility/office	4%
None	15%

“

*“We adjusted business hours, installed Plexiglas barriers, secured PPE for every associate at the beginning of every shift, social distancing decals and signage, safety announcements on in-store radio, offer vaccination incentives (\$), invested in extra pay and bonuses for associates, paid time off for family members with COVID, suspended all doorway activities for enhanced safety, and paid for extra deep cleaning on a regular basis.”*

*“Adjusted operating hours, staffing, usage patterns. We maintained a high focus on COVID-19 mitigation protocols, moved programming online.”*

*“We reduced our capacity and adhered and followed social distancing along with federal, state and CDC guidelines.”*

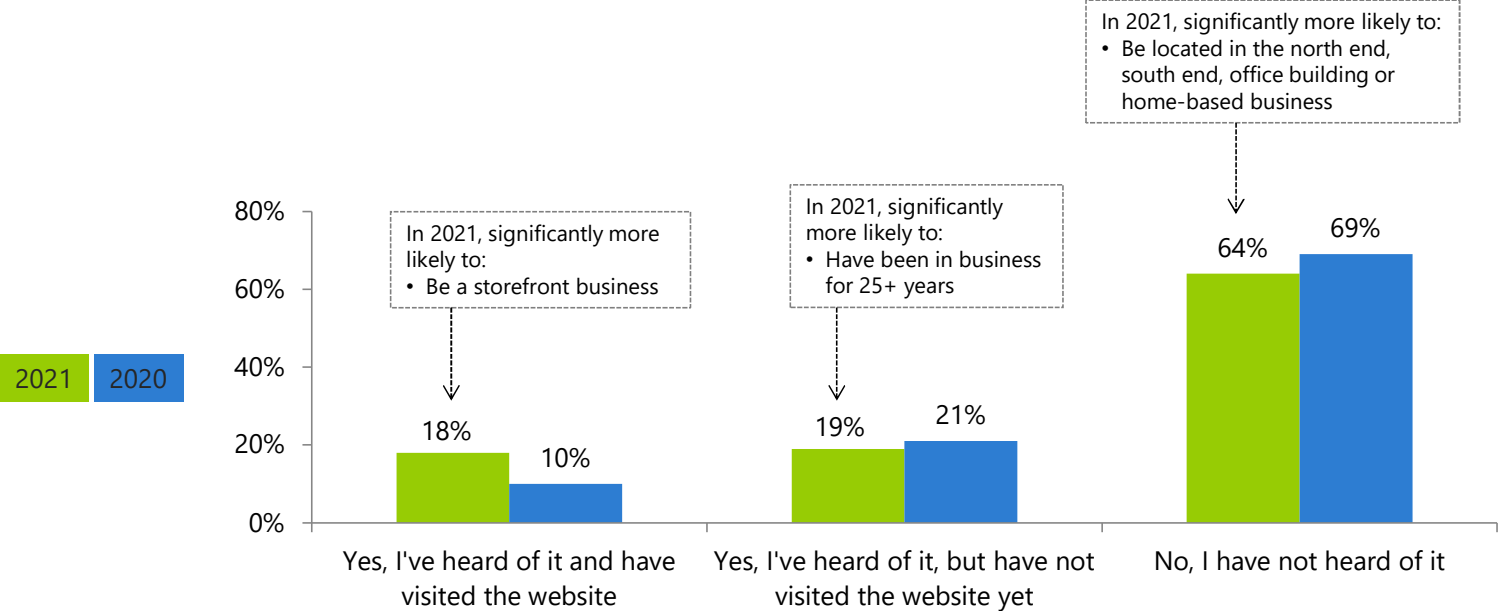
*“Extra sanitizing. Staff mask wearing. More strict health policies. Outside drop off with parents mask wearing. Purchase of air filters.”*

”



# Awareness of the Let's Talk Webpage Remains Low

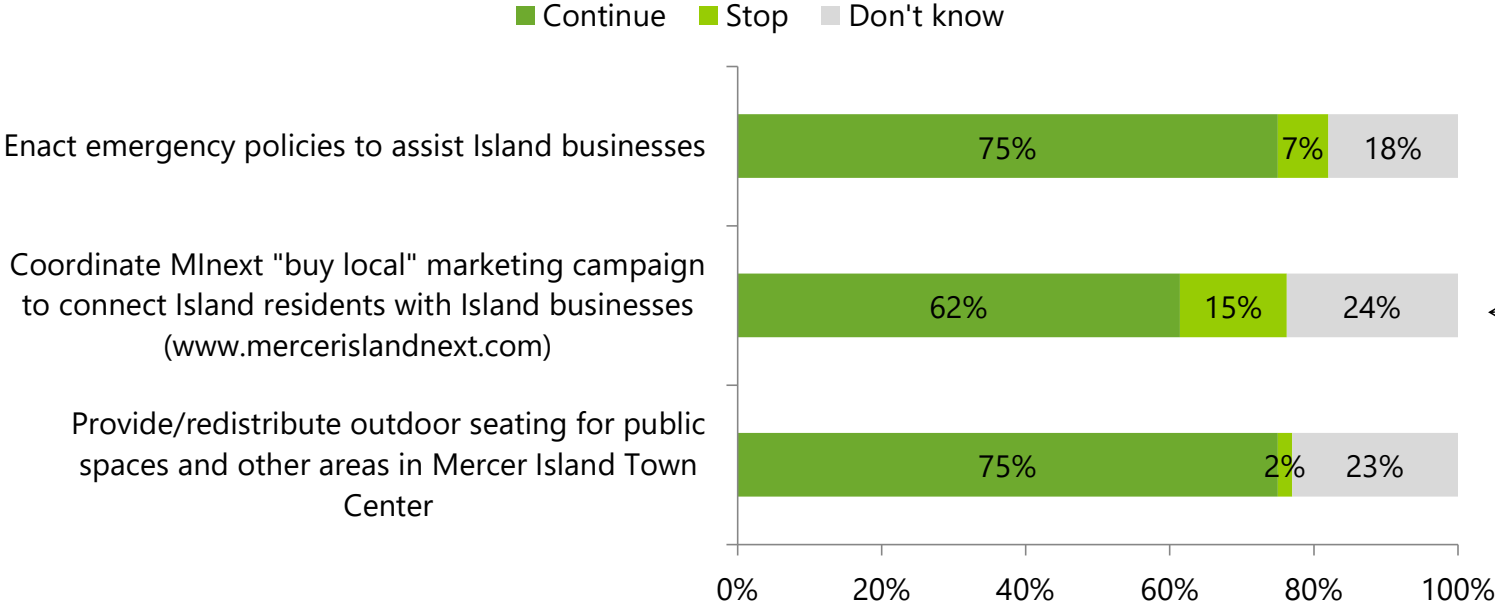
The majority of those surveyed (64%) have not heard about the City of Mercer Island's Let's Talk webpage for businesses.





# Most Want City to Continue Pandemic Support

During the pandemic the City of Mercer Island implemented several projects to support local businesses. The majority of businesses surveyed would like to see the City continue these efforts. However, support for MInext was not as strong, especially among brick & mortar businesses.



Those suggesting the City stop working on MInext:

- Those reporting they are located in the north end and storefront businesses
- Those identified as brick & mortar businesses by the City

Those who don't know if MInext should be continued:

- Homebased businesses

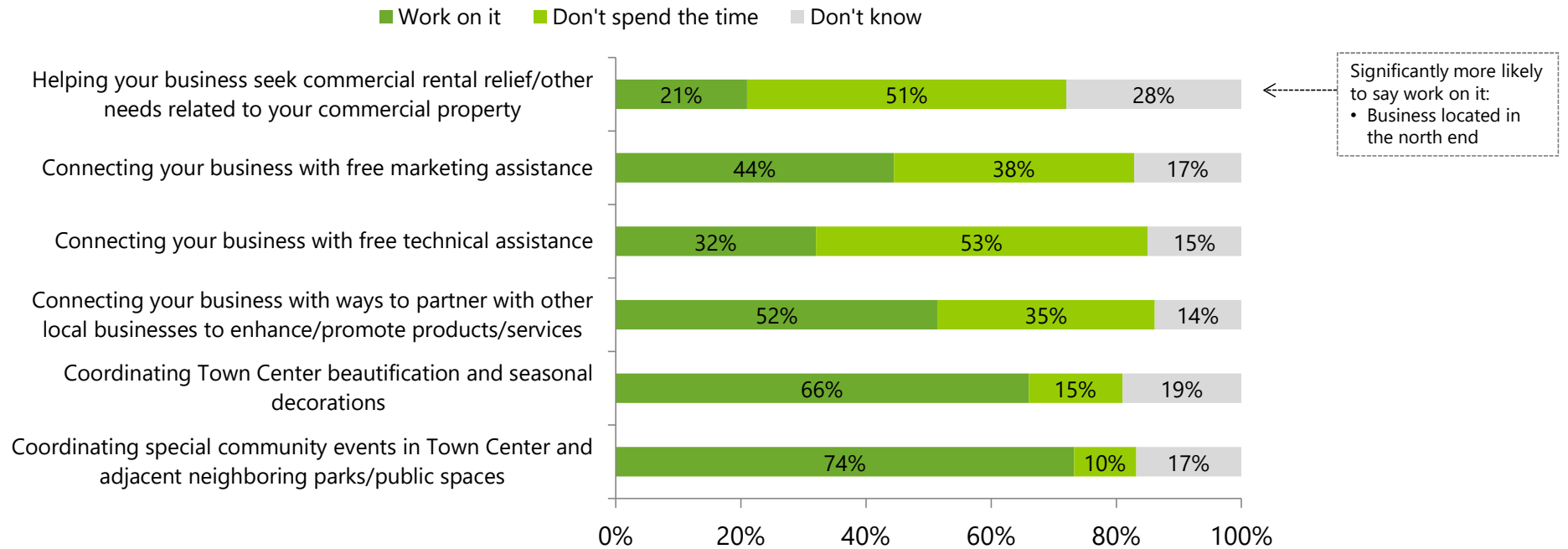
Q7. During the COVID-19 pandemic, the City of Mercer Island implemented several projects to support local Island businesses. For each of the following projects, please indicate if the City should continue or stop working on them. (2021 N=136)





# Town Center Beautification and Events Desired

Businesses were provide a list of potential ways the City of Mercer Island can support them. Efforts related to the Town Center (including beautification and community events) topped the list. Interest in these efforts is consistent across business type.



Q8. The City of Mercer Island continues to seek ways to support local businesses during and after the pandemic recovery. For each of the following efforts, please indicate if you feel the City should work on them or not. (2021 N=133)



# Business' Network for New Business

The benefits respondents most often mentioned related to referrals and new business opportunities (21%) or support and connections (20%).

Benefits	2021	
Partnership/referrals/collaboration/ possible business opportunities	21%	Significantly more likely to: • Be a south end business
Support/networking/connecting	20%	
New opportunities/growth (general)	14%	Significantly more likely to: • Be a home-based business
Awareness of my business/other businesses/advertisement	13%	
Community benefits/growth	13%	
Not a priority for me/no benefit to my business	9%	Significantly more likely to: • Be located in an office building
None/Nothing	3%	
Other	9%	

“Potential new clients and contacts.”

“I would like to see networking opportunities for medical/health care related businesses for cross referral.”

“Awareness of services and improvement to the health of the community.”

“If COVID taught us anything, it’s that we’re better together! Meeting local business owners and members and networking with the community.”

“Referrals & encouragement of other businesses to refer to other local businesses for services & products available ON ISLAND within the community are always a good idea. Maybe a resource list of ‘did you know’ you could buy this or that on Mercer Island...”

“This is not the business of government. There are plenty of business organizations and industry groups to assist with this and more to help businesses stay open, find talent, grow, market, etc.”



Q9. Results from the previous survey indicated interest in networking opportunities with other Island businesses. What specifically would you hope to gain from networking with these other businesses? (2021 N=94) (open-ended question)



# Town Center Master Plan Most Important

Potential Actions	2021	
Town Center visioning and/or master planning	40%	
Walkability in north and south end business districts	35%	
Business retention	33%	
City code review and updates/development	33%	← Tend to be mentioned more often by: • Storefront businesses
Community-wide branding and marketing	26%	
Business attraction	25%	← Tend to be mentioned more often by: • North end businesses
Funding mechanisms to support local businesses	21%	
Tourism development	15%	
Sustainability/"green" business programs	13%	← Tend to be mentioned more often by: • Home-based businesses
Business innovation programs	10%	
Helping people find their way to/from north and south end business districts	6%	← Tend to be mentioned more often by: • South end businesses
Don't work on any of these	2%	
Don't know what to suggest	2%	
Other	10%	

Respondents were asked to select the top three policy or program areas they want the City to explore on behalf of local businesses. Not surprisingly, 40% selected Town Center visioning and/or master planning as one of their top three choices.

Other areas important to over a third of the respondents include "walkability in north and south end business districts," "business retention" and "City code review and updates/ development."



Q10. Looking forward, the City of Mercer Island is embarking on long-term efforts to support and strengthen the Island business ecosystem. In 2021, the city has begun looking at Town Center retail requirements and issues related to public and commuter parking. Thinking long-term, what are the top three policy or program areas you would want the City to explore on behalf of local businesses? (2021 N= 126) (up to three responses allowed)





# Create a Thriving Town Center

When asked what one action the City could take to measurably help your business, many comments reflected a desire to develop a thriving commercial community.

Action City can Take to Help Businesses	2021
Foster/improve community/attract new businesses/Town Center master planning	17%
Marketing/advertisement/allow signage	15%
Improve parking	14%
Affordable office space/better lease options	5%
Offer grants/financial support/decrease taxes	5%
Address light rail issues	4%
Safety	4%
Better communication	3%
Promote buy local	3%
Other	18%
None/Nothing	5%
Don't Know	14%

“Attract good quality small business to Mercer Island. Doing so is a win-win for all! Not sure how best to achieve it other than follow other desirable Town Centers in how they've managed their Master Planning, Marketing, Incentives, access to waterfront, etc. ... We also need to find ways to connect with Seattle & Bellevue (and beyond). Partnering with other Town Centers may strengthen our cause...”

“Some kind of MI centered ad campaign to showcase businesses on the Island and what we can provide to the community would be helpful.”

“Parking!! Town Center will be over whelmed by the continuing development of condos and apartments with parking policies that force the owner/tenants to park on the street. Better, larger signage that lets Islanders know that they can park in the public parking areas of existing and future Town Center buildings.”



Q11. What one action could the City of Mercer Island take to measurably help your business? (2021 N=123) (open-ended question)



# Word of Mouth Still Top Source for Information

Word of mouth followed by the City of Mercer Island website remain top sources for information regarding Mercer Island businesses.

Information Source	2021	2020
Word of mouth	48%	39%
City of Mercer Island website	34%	37%
Nextdoor	31%	30%
Mercer Island Chamber of Commerce	31%	21%
Mercer Island Reporter	27%	33%
The City's "MI Weekly" e-newsletter	20%	21%
MyMercerIsland.com (website/email newsletter)	12%	14%
Facebook - The City of Mercer Island	12%	10%
City of Mercer Island's "Let's Talk" page with COVID-19 resources for businesses: letstalk.mercergov.org	6%	5%
MInext website www.MercerIslandnext.com	4%	-
I don't access information regarding the Mercer Island business community	15%	18%

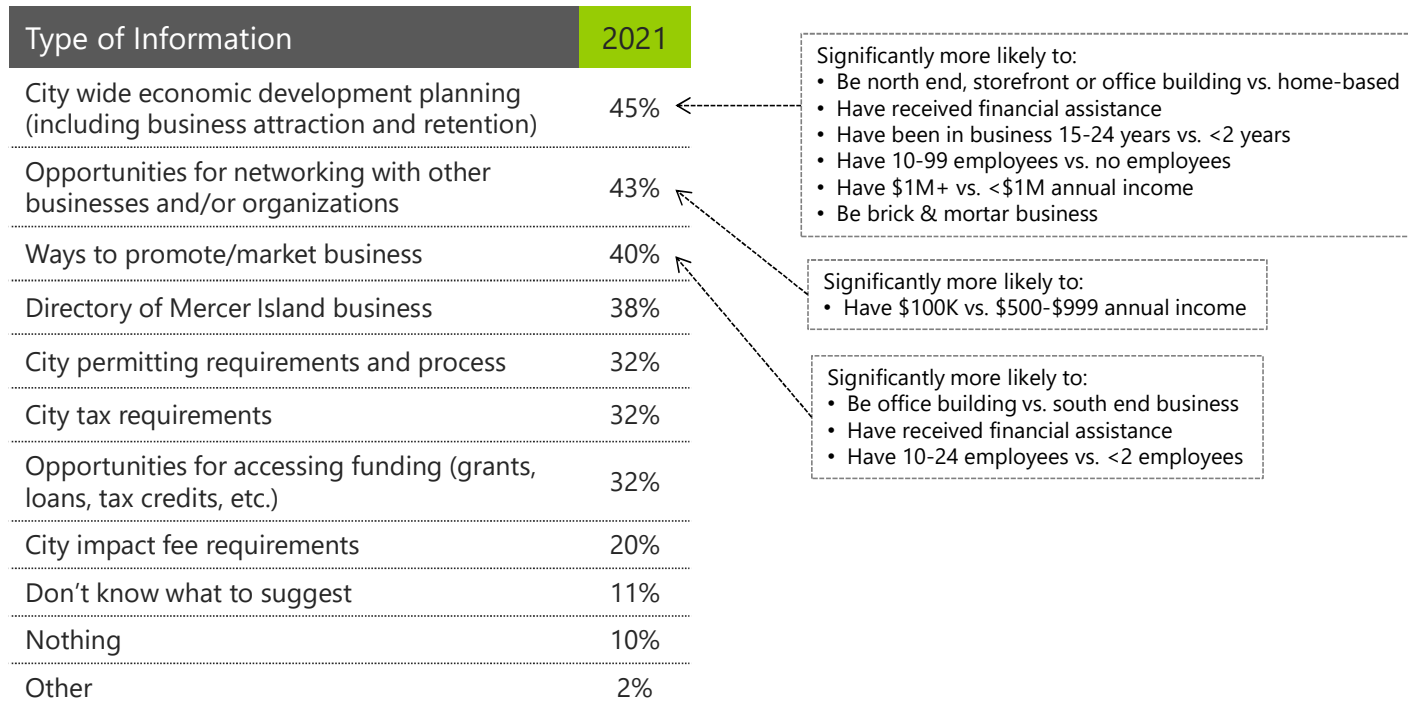
← In 2021, significantly more likely to be accessed by:

- North end and home-based businesses vs. office buildings
- Those with 100+ employees



# Want Info on City Development and Networking

Businesses were provided a list of potential ways the City of Mercer Island keep business informed about City processes and updates that impact the business community. Information on City wide economic development planning and opportunities for networking with other business topped the list.



Q14. The City of Mercer Island is working on ways to help Island businesses stay informed about City processes and updates that impact the business community. What type of information related to the local business community are you interested in receiving from the City? (2021 N=123) (multiple responses allowed)

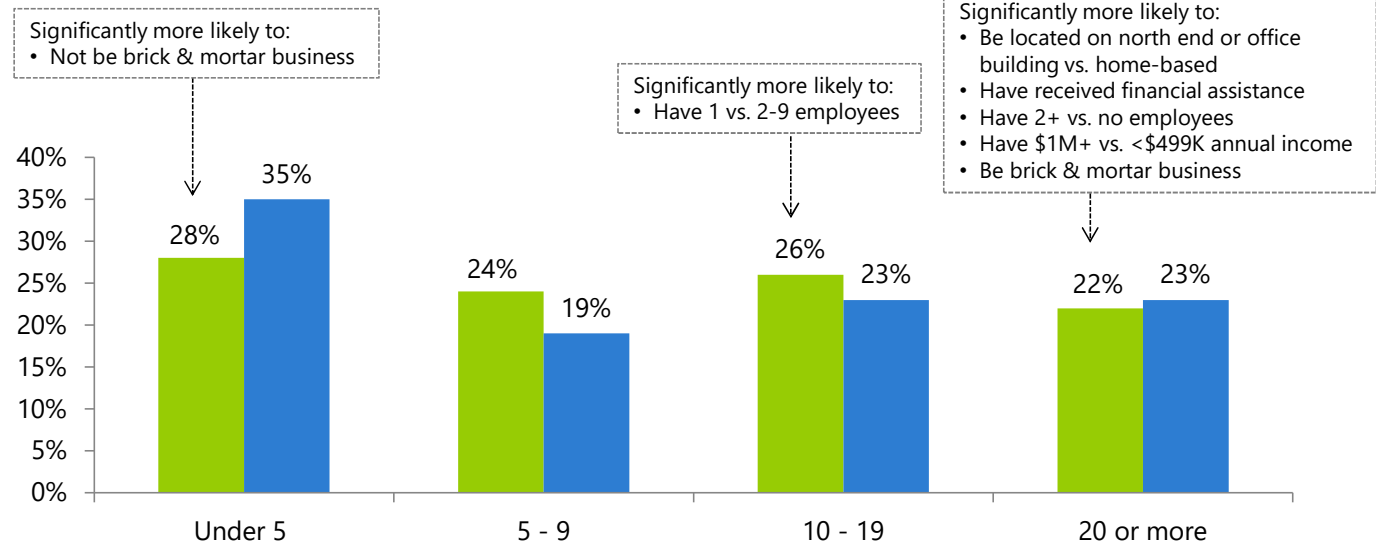


# Demographics – Years in Business

This year research participants have been in business an average of 12.8 years.

On average business categorized by the City as brick & mortar stores are significantly more likely to have been in business longer (average of 6.8 years) than rest of the businesses surveyed (average of 10.1 years).

	2021	2020
Average years in business	12.8	12.5





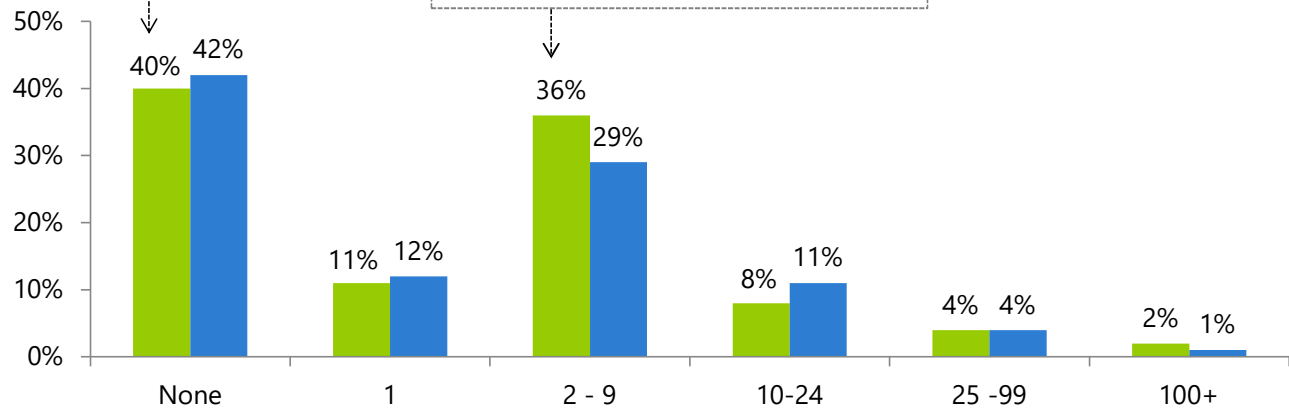
# Demographics – Employee Count

This year’s participating businesses had a slightly lower average number of employees (10.7 employees vs. last year’s 12.5 employees).

- Significantly more likely to:
- Be located on north end, office building or home-based vs. storefront business
  - Have not received financial assistance
  - Been in business <15 vs. 15+ years
  - Have <\$100K vs. \$100K-\$999K annual income
  - Not be brick & mortar business

- Significantly more likely to:
- Be located on north end, storefront or office building vs. home-based business
  - Have received financial assistance
  - Been in business 5-9 or 15-24 vs. 10-14 years
  - Have \$100K-\$999K vs. <\$100K annual income
  - Be brick & mortar business

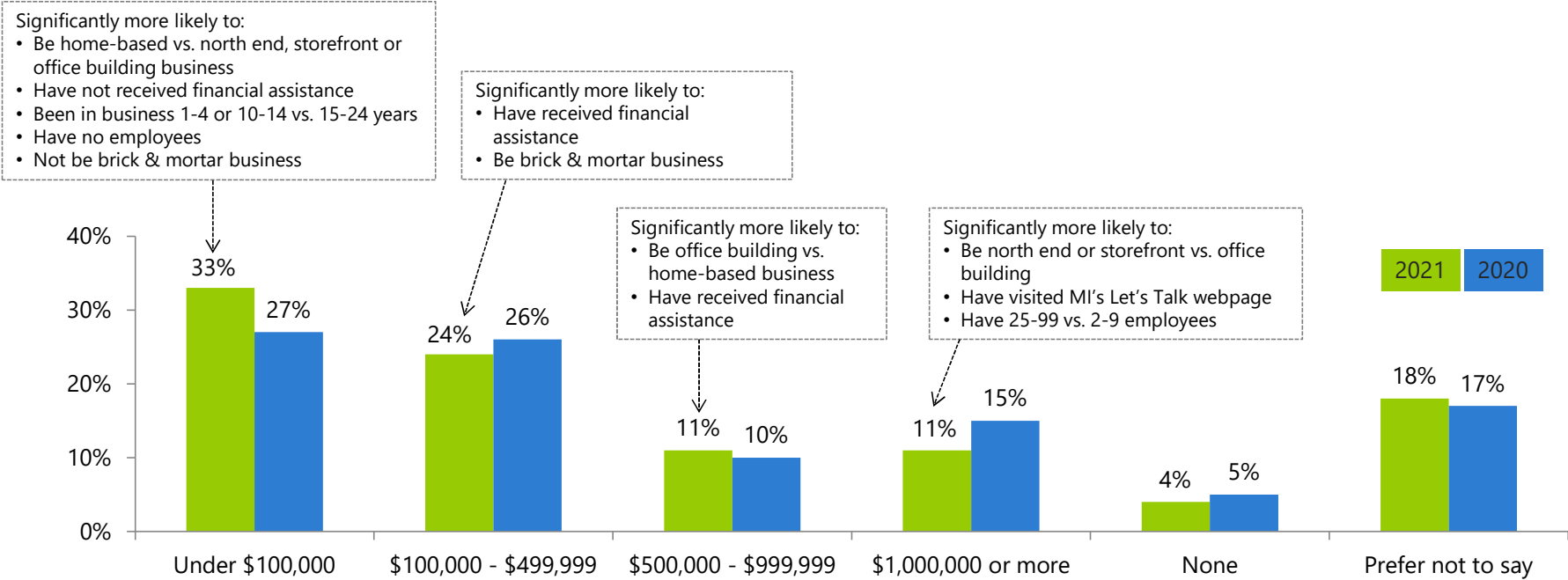
	2021	2020
Average number of employees	10.7	12.5





# Demographics – Annual Revenue

Over half (57%) of businesses that participated in this survey report 2020 revenue under \$500K.



Q17. What is your annual revenue for 2020? (2021 N=123, N=209)



# Demographics – Business Type

Type of Business	2021	2020
Consulting	17%	20%
Health/Wellness (dentist, physical therapist, acupuncture, etc.)	15%	11%
Retail	14%	6%
Other Professional Services	11%	7%
Artist/Arts Organization	9%	5%
Real Estate (commercial, residential, lending, etc.)	8%	6%
Financial Services (banking, CPA, financial planning, etc.)	7%	9%
Architecture/Engineering/Construction/Contractor	6%	9%
Fitness Studio/Gym	6%	6%
Legal Services	6%	5%
Food/Drink Service	5%	7%
Non-profit	5%	2%
Personal Services (hair salon, nail salon, etc.)	4%	6%
Childcare/Education Services (daycare, preschool, etc.)	2%	5%
Design Services (interior, graphic, etc.)	2%	4%
Technology Services (software development, web services, etc.)	2%	6%
Online Sales/ecommerce	2%	-
Grocery	1%	1%
Manufacturing	1%	2%
Other	6%	2%

17% of Mercer Island businesses participating in this survey are in Consulting. The next most common type is Health/Wellness (15%).

Proportionately, this year significantly more Retail establishments and significantly less Technology Service businesses completed the survey compared to last year.

In 2021, significantly more likely to:

- Be a home-based business
- Have been in business 5-14 years vs. 2-4 years

In 2021, significantly more likely to:

- Be located on north end or in an office building vs. storefront or home-based business
- Have been in business 15-24 years vs. 5-9 years
- Have \$100-\$499K vs. \$500-\$999K annual income

Q18. Which of the following best describes your business? (2021N=123, 2020 N=208) (multiple responses allowed)





# Beautify the Town Center & Attract New Businesses

This was an open-ended question, allowing participants to share ideas on how the City can strengthen the MI business community. Nearly a third of participants (31%) made suggestions related to improving the community in general, attracting new businesses, Town Center planning and beautifying the City.

Suggestions to Strengthen Business Community	2021
Improve community/attract new businesses/town center master planning/beautify city	31%
Marketing/advertisement/allow signage	15%
Address recommendations in this survey/listen to the business community/appreciate what businesses do for the city	10%
Affordable office space/better lease options	8%
Improve parking	6%
Keep businesses informed/better communications	6%
Help network/make connections	4%
Offer grants/financial support/decrease taxes	3%
Safety	3%
Appreciate efforts of City	1%
Other	13%
Don't know	11%

“Need a comprehensive plan and vision for the City. Take a look at Lake Oswego's city plan - it is vibrant and welcoming to pedestrians and shoppers thanks to the architecture and planning and incorporation of public spaces. The traffic islands are a good first start to creating a good impression.”

“MI Next campaign was an awesome start! Continue marketing online and support in-person events / programs that allow the business community to connect directly with customers / clients. Participate more readily in the First Friday tradition and Farmer's Market Sundays. This should be a campaign for all residents (and off-Islanders) to support local MI businesses.”

“Help with rents of buildings to keep merchants/restaurants here on the Island.”

“I feel that communication is always the key to success. If the city kept us up to date on the comings and goings of businesses, the projects, they ways you are spending resources to support, grow and keep safe the businesses on the Island, I think the affect would be huge.”

40



Q19. What specifically can the City of Mercer Island provide to strengthen the Mercer Island business community? (2021 N=72) (open-ended question)



# APPENDIX

City of Mercer Island  
Business Follow-up Survey

You have received this survey because you own or operate a business based on Mercer Island.  
Last summer (July-August 2020), the City of Mercer Island surveyed Island-based businesses to better understand how they have been impacted by the COVID-19 pandemic.  
The City is now conducting a follow-up survey to check in and help determine how best to support the Island business community going forward.

Why survey you now?

On May 13, Governor Jay Inslee announced that most business and activity restrictions would ease by June 30. As the community continues to recover from the pandemic and the State moves closer to full reopening, we want to learn more about how the City can best support your business.  
Responses to this survey will inform continued reopening and recovery support as well as provide information for longer-term economic development and small business support on Mercer Island.

This survey contains 19 questions and will take approximately 8-10 minutes to complete.

Questions? Contact Sarah Bluvas, Economic Development Coordinator for the City of Mercer Island: [sarah.bluvas@mercerisland.gov](mailto:sarah.bluvas@mercerisland.gov) | 206.275.7864

Thank you for your time! We truly appreciate your input.

- Q1. Which of the following best describes where your business is located? (Check all that apply.)
- Located in the north end business district 47%
- Located in the south end business district 4%
- Store front 16%
- Located within an office building 14%
- In-home/home-based business 39%
- Other (please specify) 2%
- I no longer have a business based on Mercer Island (SINGLE SELECT, SKIP TO Q20) 5%

- Q2. What challenges are you currently facing due to COVID-19? (Please read answers carefully. Check all that apply.)
- Keeping up with/figuring out the State-mandated COVID-19 rules 27%
- Trouble paying rent/accessing rent relief 7%
- Trying to open/stay open, but cannot find staff/my staff does not want to work 15%
- Have to cut employees' hours 6%
- Business has decreased significantly 29%
- Parking 4%
- Supply chain issues 2%
- Increased costs 1%
- Other (please specify) 5%
- Not currently facing any challenges due to COVID-19 (SINGLE SELECT) 36%

Q3. What new challenges do you anticipate facing when business and activity restrictions lift on June 30th? (Please be as specific as possible.)

Q4. Have you received any of the following financial assistance during the COVID-19 crisis? (Check all that apply.)
- I have not pursued any financial assistance 44%
- Paycheck Protection Program Loan (PPP) 45%
- SBA Economic Injury Disaster Loan (EIDL) 17%
- Working Washington Small Business Emergency Grant 9%
- WeLoveMI campaign 7%
- Mercer Island COVID-19 Relief for Small Businesses Grant Program 13%
- Deferred or reduced rent for commercial space 9%
- Private loans, lines of credit, etc., from your banking institution 3%
- Other Federal, State, or Local funding sources 1%
- Other private loan or grant programs (e.g., Facebook Small Business Grant Program) 4%
- I applied for some of these but did not receive any financial assistance (SINGLE SELECT) 3%
- Other (please specify) 0%



Q5. Over the past year, what changes did you make, due to COVID-19, that were helpful in maintaining your business?

\_\_\_\_\_

\_\_\_\_\_

Q6. Have you heard of the City of Mercer Island's Let's Talk webpage for businesses found at [letstalk.mercergov.org/coronavirus\\_business](http://letstalk.mercergov.org/coronavirus_business)?

- Yes, I've heard of it and have visited the website **18%**
- Yes, I've heard of it, but have not visited the website yet **19%**
- No, I have not heard of it **64%**

Q7. During the COVID-19 pandemic, the City of Mercer Island implemented several projects to support local Island businesses. For each of the following projects, please indicate if the City should continue or stop working on them.

	Continue	Stop	Don't know
Enact emergency policies to assist Island businesses (e.g., temporary use of public and private parking to support outdoor dining)	<input type="checkbox"/> <b>75%</b>	<input type="checkbox"/> <b>7%</b>	<input type="checkbox"/> <b>18%</b>
Coordinate M next "buy local" marketing campaign to connect Island residents with Island businesses ( <a href="http://www.mercerislandnext.com">www.mercerislandnext.com</a> )	<input type="checkbox"/> <b>62%</b>	<input type="checkbox"/> <b>15%</b>	<input type="checkbox"/> <b>24%</b>
Provide/redistribute outdoor seating for public spaces and other areas in Mercer Island Town Center	<input type="checkbox"/> <b>75%</b>	<input type="checkbox"/> <b>2%</b>	<input type="checkbox"/> <b>23%</b>

Q8. The City of Mercer Island continues to seek ways to support local businesses during and after the pandemic recovery. For each of the following efforts, please indicate if you feel the City should work on them or not.

	Work on it	Don't spend the time	Don't know
Helping <u>your</u> business seek commercial rental relief/other needs related to commercial property	<input type="checkbox"/> <b>21%</b>	<input type="checkbox"/> <b>51%</b>	<input type="checkbox"/> <b>28%</b>
Connecting <u>your</u> business with free marketing	<input type="checkbox"/> <b>44%</b>	<input type="checkbox"/> <b>38%</b>	<input type="checkbox"/> <b>17%</b>

assistance (e.g., social media marketing, creative advertising design)			
Connecting <u>your</u> business with free technical assistance (e.g., website development, CPA)	<input type="checkbox"/> <b>32%</b>	<input type="checkbox"/> <b>53%</b>	<input type="checkbox"/> <b>15%</b>
Connecting <u>your</u> business with ways to partner with other local business to enhance/promote products/services	<input type="checkbox"/> <b>52%</b>	<input type="checkbox"/> <b>35%</b>	<input type="checkbox"/> <b>14%</b>
Coordinating Town Center beautification and seasonal decorations	<input type="checkbox"/> <b>66%</b>	<input type="checkbox"/> <b>15%</b>	<input type="checkbox"/> <b>19%</b>
Coordinating special community events in Town Center and adjacent neighboring parks/public spaces	<input type="checkbox"/> <b>74%</b>	<input type="checkbox"/> <b>10%</b>	<input type="checkbox"/> <b>17%</b>

Q9. Results from the previous survey indicated interest in networking opportunities with other Island businesses. What specifically would you hope to gain from networking with these other businesses?

\_\_\_\_\_

\_\_\_\_\_

Q10. Looking forward, the City of Mercer Island is embarking on long-term efforts to support and strengthen the Island business ecosystem. In 2021, the City has begun looking at Town Center retail requirements and issues related to public & commuter parking. Thinking long-term, what are the top three policy or programs areas you would want the City to explore on behalf of local businesses? (Pick no more than three.)

- Walkability in north and south end business districts **35%**
- Helping people find their way to/from north and south end business districts (i.e., wayfinding) **6%**
- Community-wide branding and marketing (e.g., expanding M|next "buy local" campaign) **26%**
- Business attraction **25%**
- Business retention **33%**
- Workforce development **0%**
- Tourism development (e.g. attracting visitors via Light Rail) **15%**
- Sustainability/ "green" business programs **13%**
- Business innovation programs **10%**
- Funding mechanisms to support local businesses (e.g., tax-related district designation, regional/federal grants) **21%**
- Town Center visioning and/or master planning **40%**

- City code review and updates/development (e.g. zoning, parking requirements, etc.) **33%**
- General beautification **3%**
- Don't know what to suggest **2%**
- Don't work on any of these (SINGLE SELECT) **2%**
- Other (please specify) \_\_\_\_\_ **7%**

Q11. What one action could the City of Mercer Island take to measurably help your business? (This could be something already mentioned or a different need that you might have. Please be as specific as possible.)

\_\_\_\_\_

\_\_\_\_\_

Q12. The City's long-term economic development planning efforts will include more opportunities to engage with the business community about needs and concerns. If you are interested in staying informed and/or getting involved with these efforts, please provide your contact information below.

Business:  
 Primary Contact:  
 Phone:  
 E-mail:

Q13. Where do you currently access information regarding resources and opportunities for the Mercer Island business community? (Check all that apply.)

- Mercer Island Reporter **27%**
- Mercer Island Chamber of Commerce **31%**
- Mercer Island Rotary **0%**
- City of Mercer Island website www.MercerIsland.gov **34%**
- City of Mercer Island's "Let's Talk" page with COVID-19 resources for businesses: <https://letstalk.mercergov.org> **6%**
- The City's "MI Weekly" e-newsletter www.mercerisland.gov/MIweekly **20%**
- Nextdoor **31%**
- Facebook – The City of Mercer Island **12%**
- MyMercerIsland.com (website/email newsletter) **12%**
- Mlnext website: www.mercerislandnext.com **4%**
- Word of mouth **48%**
- Other (specify) \_\_\_\_\_ **6%**

Hardwick Research City of Mercer Island Online Survey Page 5

- I don't access information regarding the MI business community (SINGLE SELECT) **15%**

Q14. The City of Mercer Island is working on ways to help Island businesses stay informed about City processes and updates that impact the business community. What type of information related to the local business community are you interested in receiving from the City? (Check all that apply.)

- City permitting requirements and process **32%**
- City tax requirements **32%**
- City impact fee requirements **20%**
- City wide economic development planning (including business attraction and retention) **45%**
- Directory of Mercer Island businesses **38%**
- Opportunities for networking with other businesses and/or organizations **43%**
- Ways to promote/market business **40%**
- Opportunities for accessing funding (e.g., grants, loans, tax credits, etc.) **32%**
- Other (specify) \_\_\_\_\_ **2%**
- Don't know what to suggest (SINGLE SELECT) **11%**
- Nothing (SINGLE SELECT) **10%**

Q15. How many years have you been doing business on Mercer Island?

\_\_\_\_\_ years

- Under 5 **28%**
- 1-9 years **24%**
- 10-19 years **26%**
- 20 or more **22%**

Q16. How many employees (full or part-time, excluding yourself) do you have?

- None **40%**
- 1 **11%**
- 2 – 9 **36%**
- 10 – 24 **8%**
- 25 – 99 **4%**
- 100 – 499 **2%**
- 500 + **0%**

Hardwick Research City of Mercer Island Online Survey Page 6

Q17. What is your annual revenue for 2020?

- Under \$100,000 **33%**
- \$100,000 - \$499,999 **24%**
- \$500,000 - \$999,999 **11%**
- \$1,000,000 or more **11%**
- None **4%**
- Prefer not to say **18%**

Q18. Which of the following best describes your business? (Check all that apply.)

- Architecture/Engineering/Construction/Contractor **6%**
- Artist/Arts Organization **9%**
- Consulting **17%**
- Childcare/Education Services (daycare, preschool, etc.) **2%**
- Design Services (interior, graphic, etc.) **2%**
- Financial Services (banking, CPA, financial planning, etc.) **7%**
- Fitness Studio/Gym **6%**
- Food/Drink Service **5%**
- Grocery **1%**
- Health/Wellness (dentist, physical therapist, acupuncture, etc.) **15%**
- Legal Services **6%**
- Manufacturing **1%**
- Other Professional Services **11%**
- Personal Services (hair salon, nail salon, etc.) **4%**
- Real Estate (commercial, residential, lending, etc.) **8%**
- Retail **14%**
- Technology Services (software development, web services, etc.) **2%**
- Online sales/ecommerce **2%**
- Non-profit **5%**
- Other (specify) \_\_\_\_\_ **6%**

Q19. What can the City of Mercer Island provide to strengthen the Mercer Island business community? Please share your suggestions.

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• • • SKIP TO THE END • • •

Q20. You indicated that you no longer have a business based on Mercer Island. Which of the following best describes your situation? (Check all that apply.)

- I moved my business off the Island **11%**
- I closed/sold my business because I have decided to retire **11%**
- I had to close my business due to COVID-19 **44%**
- I have temporarily closed my business, but have plans to re-open **22%**
- Other (please specify) \_\_\_\_\_ **22%**

Thank you for sharing your opinions and experience with us.



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Mercer Island, WA 98040

[www.hardwickresearch.com](http://www.hardwickresearch.com)

For more information  
call 206-232-9400 or fax 206-232-9402  
[info@hardwickresearch.com](mailto:info@hardwickresearch.com)





CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



\_\_\_\_\_  
Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	209036-209102	9/16/2021	\$749,944.50
			\$749,944.50

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0108817	00209087	Randell, Suzanne	Refund for drop-in sports memb	12.60
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0112036	00209090	SEATTLE PUBLIC UTILITIES	AUG 2021 SPU CHARGE FOR RETAIL	7,488.00
P0112081	00209059	H D FOWLER	INVENTORY PURCHASES	4,721.71
P0112102	00209093	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,128.60
P0112122	00209054	EXCEL SUPPLY COMPANY	INVENTORY PURCHASES	745.77
	00209057	GEORGE, STEPHEN	refund overpay 00571720002	462.41
	00209067	LUO, YUANXIA	refund overpay 00106060003	420.77
P0112118	00209058	GRAINGER	INVENTORY PURCHASES	254.77
<i>Org Key: CA1100 - Administration (CA)</i>				
P0112130	00209068	Madrona Law Group, PLLC	Invoice #10938 Professional	17,619.75
P0112129	00209065	LEXISNEXIS	Invoice #3093431950 Legal	349.02
<i>Org Key: CA1150 - Attorney-Litigation</i>				
P0112130	00209068	Madrona Law Group, PLLC	Invoice #10939 Professional	31,020.23
<i>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</i>				
P0112132	00209075	MOBERLY AND ROBERTS	Invoice #985 Professional Serv	7,095.46
<i>Org Key: CA1300 - Public Records</i>				
P0112131	00209102	WAPRO	Invoice #3022 Tuition and	65.00
<i>Org Key: CM1100 - Administration (CM)</i>				
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	78.92
<i>Org Key: CM1200 - City Clerk</i>				
P0112138	00209092	SOUND PUBLISHING INC	Ntc. 2602238 8/11 Notice of 8/	41.74
<i>Org Key: CT1100 - Municipal Court</i>				
P0112143	00209061	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #21-437	260.00
<i>Org Key: DS1100 - Administration (DS)</i>				
P0111967	00209041	B&H	4 Standard Monitors 12 Large F	7,848.06
P0112133	00209040	ASPECT CONSULTING LLC	Invoice #42440 Professional	2,336.25
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
P0112138	00209092	SOUND PUBLISHING INC	Ntc. 2602476 8/11 RFC 2022	103.96
P0112138	00209092	SOUND PUBLISHING INC	Ntc. 2602462 8/18 Notice of Pu	96.18
P0112138	00209092	SOUND PUBLISHING INC	Ntc. 2602339 8/4 Notice of Pub	53.50
<i>Org Key: FN2100 - Data Processing</i>				
P0112124	00209069	METROPRESORT	AUG 2021 E-SERVICE PORTAL ADMI	50.00
<i>Org Key: FR2100 - Fire Operations</i>				
	00209048	COOK, DILLON	PER DIEM COVID TESTING	1,237.50
	00209056	GAINES, ERIC	PER DIEM - SCHNEIDER SP COVID	1,237.50
<i>Org Key: GB0104 - Luther Burbank Admin Repairs</i>				
P0111958	00209042	Bellingham Lock & Safe	CITY FACILITY SECURITY UPGRADE	5,257.06
<i>Org Key: GB0105 - Thrift Shop Building Repairs</i>				
P0111958	00209042	Bellingham Lock & Safe	CITY FACILITY SECURITY UPGRADE	7,728.05

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: GGM001 - General Government-Misc</i>				
P0112156	00209043	BRINKS INC	AUG21 Armored Car Service	1,931.03
P0112156	00209043	BRINKS INC	Case 01937068 Disputed charges	-1,288.91
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	652.18
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	350.77
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	52.74
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
P0112114	00209051	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	10,298.33
P0112115	00209101	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	716.02
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0112122	00209054	EXCEL SUPPLY COMPANY	NITRILE EXAM GLOVES	1,012.92
P0112126	00209096	UNITED REPROGRAPHICS	COVID COREX SIGNS	415.10
<i>Org Key: GT0108 - Technology Equipment Replaceme</i>				
P0112006	00209037	ALL PHASE COMM LLC	15 Mitel 6930 IP	4,062.69
<i>Org Key: IGV012 - MW Pool Operation Subsidy</i>				
P0111166	00209073	MI SCHOOL DISTRICT #400	MI POOL OPERATION SUBSIDY 2021	12,104.50
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0110791	00209063	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,122.00
P0112007	00209066	LIFTOFF LLC	5 additional Office 365 G3 lic	600.00
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00209086	PUGET SOUND ENERGY	pse charges 082421	1,227.14
P0112087	00209058	GRAINGER	U-CHANNEL COVER	72.64
<i>Org Key: MT2150 - Pavement Marking</i>				
P0112123	00209038	ALPINE PRODUCTS INC	PEXCO WHITE POSTS & BASES	1,142.29
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0112092	00209082	PACIFIC TOPSOIL INC.	BARK & MULCH (37 YDS)	1,022.67
P0112046	00209060	HOME DEPOT CREDIT SERVICE	MISC. PLANTS	386.69
P0112128	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	251.55
<i>Org Key: MT3100 - Water Distribution</i>				
P0112098	00209072	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	21.30
P0112097	00209070	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	18.66
<i>Org Key: MT3150 - Water Quality Event</i>				
P0110284	00209095	LINKO TECHNOLOGY INC	2021 CROSS CONNECTION WEB TEST	185.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00209086	PUGET SOUND ENERGY	pse charges 082421	207.69
P0112098	00209072	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	21.07
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0112125	00209088	RED WING BUSINESS	SAFETY BOOTS	308.82
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	84.99
<i>Org Key: MT3400 - Sewer Collection</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0112116	00209058	GRAINGER	FLASHLIGHTS	228.90
P0112097	00209070	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	13.85
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0110826	00209053	EVOQUA WATER TECHNOLOGIES LLC	ANNUAL BIOXIDE	5,248.67
	00209086	PUGET SOUND ENERGY	pse charges 082421	249.26
P0112128	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	41.93
<i>Org Key: MT3800 - Storm Drainage</i>				
P0112127	00209059	H D FOWLER	12" FERNCO COUPLING & SAW BLAD	77.52
P0112116	00209058	GRAINGER	FLASHLIGHTS	76.30
<i>Org Key: MT4101 - Support Services - General Fd</i>				
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	157.80
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0112121	00209045	CINTAS CORPORATION #460	2021 PW COVERALL SERVICE	2,081.78
P0112080	00209099	UTILITIES UNDERGROUND LOCATION	2021 UTILITY LOCATES	248.97
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	40.01
<i>Org Key: MT4200 - Building Services</i>				
	00209086	PUGET SOUND ENERGY	pse charges 082421	1,484.25
P0112141	00209094	THYSSENKRUPP ELEVATOR CORP	ELEVATOR MAINT 9/1/21-11/30/21	954.95
P0112128	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	739.43
P0112140	00209094	THYSSENKRUPP ELEVATOR CORP	FS#92 ELEVATOR MAINT 9/1/21-11	244.41
P0112097	00209070	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	72.53
P0112100	00209071	MI HARDWARE - P&R	MISC. HARDWARE FOR THE MONTH O	11.44
<i>Org Key: MT4300 - Fleet Services</i>				
P0111604	00209085	PRIORITY MARINE	Patrol 11 engine and outdrive	2,254.18
P0112119	00209077	NELSON PETROLEUM	2021 DIESEL DELIVERY	2,228.86
P0112079	00209076	NAPA AUTO PARTS	REPAIR PARTS	916.28
P0111605	00209089	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 7/5/2021 - In	618.84
P0111605	00209089	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 6/27/2021 -	505.41
P0111605	00209089	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 6/25/2021 -	466.34
P0111605	00209089	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 7/2/2021 - In	412.59
P0112101	00209079	OWEN EQUIPMENT COMPANY	REPAIR PARTS	450.66
P0111605	00209089	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 6/20/2021 -	377.24
P0112103	00209081	PACIFIC RUBBER	REPAIR PARTS	86.17
<i>Org Key: MT6100 - Park Maintenance</i>				
P0112040	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	12,709.96
	00209086	PUGET SOUND ENERGY	pse charges 082421	1,241.54
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	391.92
P0112097	00209070	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	178.41
P0112121	00209045	CINTAS CORPORATION #460	PARKS 2021 COVERALL SERVICE	137.80
P0112134	00209078	OCCUPATIONAL HEALTH CTRS OF WA	DOT RECERT JOHNSON 8/16/21	109.00
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0112040	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	31,727.00
P0112045	00209060	HOME DEPOT CREDIT SERVICE	SPRAY TIP & GUARDS	80.77
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	42.02

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0112040	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	6,646.17
P0112120	00209060	HOME DEPOT CREDIT SERVICE	MISC. HARDWARE & ACRYLIC SHEET	312.44
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	82.07
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	14.63
<i>Org Key: MT6600 - Park Maint School Fields</i>				
P0112075	00209044	BULGER SAFE & LOCK	DOOR CLOSER HD COMMERCIAL & LA	1,326.71
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	40.01
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0112040	00209074	MI UTILITY BILLS	AUG 2021 PAYMENT OF UTILITY BI	59,007.44
P0112135	00209097	UNITED SITE SERVICES	LID PARK BOAT LAUNCH RESTROOM	441.55
P0112145	00209084	PAYBYPHONE TECHNOLOGIES INC	TRANSACTION FEE/MONTHLY	250.00
	00209086	PUGET SOUND ENERGY	pse charges 082421	16.59
<i>Org Key: PA0100 - Open Space Management</i>				
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	42.02
<i>Org Key: PA0101 - Recurring Parks Minor Capital</i>				
P0111209	00209042	Bellingham Lock & Safe	PARK FACILITY ACCESS CONTROL S	11,971.96
<i>Org Key: PO1100 - Administration (PO)</i>				
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	138.08
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0111600	00209062	ISSAQUAH JAIL, CITY OF	Issaquah Jail Housing - June 2	3,300.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Palandri -	1,905.79
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Nquyen - In	1,836.35
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Dawson - In	1,731.76
P0111631	00209050	DELL MARKETING L.P.	MDC Keyboards	1,625.56
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Dawson - In	481.00
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Palandri -	349.94
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Canter - In	259.64
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Schumacher	188.07
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Hammer - In	64.33
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Kramp - Inv	16.46
P0111594	00209064	KROESENS UNIFORM COMPANY	Uniform Supplies - Erickson -	12.62
<i>Org Key: PR1100 - Administration (PR)</i>				
P0112136	00209047	CONSERVATION TECHNIX INC	PROS Plan Services (inv. 988)	8,660.25
P0112139	00209052	Emily Moon, Consultant	Recreation Reset Services - Au	5,650.00
	00209091	SETTERLUND, DAVID	FLIGHT FINAL INTERVIEW REC COO	538.80
P0112137	00209083	PACIFICA LAW GROUP LLP	August PROS Plan Review	532.00
P0112112	00209100	VERIZON WIRELESS	VERIZON JULY23-AUG 23 PARKS	134.86
<i>Org Key: PR4100 - Community Center</i>				
P0112141	00209094	THYSSENKRUPP ELEVATOR CORP	ELEVATOR MAINT 9/1/21-11/30/21	954.92
	00209046	COMPLETE OFFICE	OFFICE SUPPLIES 8/1-8/31	119.91

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0112089	00209055	FERGUSON ENTERPRISES LLC	SOIL PIPE & PIPE FITTINGS	1,480.64
P0112117	00209058	GRAINGER	GALVANIZED STEEL VENT CAPS	228.53
P0112087	00209058	GRAINGER	8" MECHANICAL PLUG & 2" TEST B	171.89
P0112086	00209039	CHIP GEORGE INC	MC400PL2	83.68
P0112113	00209060	HOME DEPOT CREDIT SERVICE	MISC. HARDWARE	79.05
P0112098	00209072	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	31.67
<i>Org Key: SW0100 - Sub Basin 42.1 &amp; 42.1a Waterco</i>				
P0111771	00209036	ACCORD CONTRACTORS LLC	Sub Basin 42 Watercourse	242,140.32
<i>Org Key: WU0110 - 82 Ave SE, N of SE 24 St Water</i>				
P0111071	00209080	Pacific Civil & Infrastructure	2021 WATER SYSTEM IMPROVEMENT	181,581.88
<i>Org Key: YF1100 - YFS General Services</i>				
P0112155	00209100	VERIZON WIRELESS	YFS VERIZON JUL 24-AUG 23	680.31
<i>Org Key: YF1200 - Thrift Shop</i>				
P0112141	00209094	THYSSENKRUPP ELEVATOR CORP	ELEVATOR MAINT 9/1/21-11/30/21	954.92
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0112166	00209049	CTRI INC	Virtual trauma informed worksh	9,100.00
P0112167	00209098	University of Washington	Be REAL program for Mercer Isl	3,160.00
Total				749,944.50

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209036	09/16/2021	ACCORD CONTRACTORS LLC Sub Basin 42 Watercourse	P0111771	PP#1	09/01/2021	242,140.32
00209037	09/16/2021	ALL PHASE COMM LLC 15 Mitel 6930 IP	P0112006	170241	09/01/2021	4,062.69
00209038	09/16/2021	ALPINE PRODUCTS INC PEXCO WHITE POSTS & BASES	P0112123	TM-204650	09/02/2021	1,142.29
00209039	09/16/2021	CHIP GEORGE INC MC400PL2	P0112086	4625	09/01/2021	83.68
00209040	09/16/2021	ASPECT CONSULTING LLC Invoice #42440 Professional	P0112133	42440	08/30/2021	2,336.25
00209041	09/16/2021	B&H 4 Standard Monitors 12 Large F	P0111967	192871731	08/30/2021	7,848.06
00209042	09/16/2021	Bellingham Lock & Safe CITY FACILITY SECURITY UPGRADE	P0111209	306025	07/30/2021	24,957.07
00209043	09/16/2021	BRINKS INC AUG21 Armored Car Service	P0112156	4247858	08/31/2021	642.12
00209044	09/16/2021	BULGER SAFE & LOCK DOOR CLOSER HD COMMERCIAL & LA	P0112075	WO-205654	08/23/2021	1,326.71
00209045	09/16/2021	CINTAS CORPORATION #460 2021 PW COVERALL SERVICE	P0112121	12701643-083121	08/31/2021	2,219.58
00209046	09/16/2021	COMPLETE OFFICE OFFICE SUPPLIES 8/1-8/31		083121	08/31/2021	1,571.10
00209047	09/16/2021	CONSERVATION TECHNIX INC PROS Plan Services (inv. 988)	P0112136	998	09/02/2021	8,660.25
00209048	09/16/2021	COOK, DILLON PER DIEM COVID TESTING		091421	09/14/2021	1,237.50
00209049	09/16/2021	CTRI INC Virtual trauma informed worksh	P0112166	6151	09/08/2021	9,100.00
00209050	09/16/2021	DELL MARKETING L.P. MDC Keyboards	P0111631	10504583727	07/20/2021	1,625.56
00209051	09/16/2021	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0112114	090821	09/08/2021	10,298.33
00209052	09/16/2021	Emily Moon, Consultant Recreation Reset Services - Au	P0112139	6	09/13/2021	5,650.00
00209053	09/16/2021	EVOQUA WATER TECHNOLOGIES LLC ANNUAL BIOXIDE	P0110826	905004789	07/30/2021	5,248.67
00209054	09/16/2021	EXCEL SUPPLY COMPANY INVENTORY PURCHASES	P0112122	134359	09/07/2021	1,758.69
00209055	09/16/2021	FERGUSON ENTERPRISES LLC SOIL PIPE & PIPE FITTINGS	P0112089	1015171	08/04/2021	1,480.64
00209056	09/16/2021	GAINES, ERIC PER DIEM - SCHNEIDER SP COVID		091421	09/14/2021	1,237.50
00209057	09/16/2021	GEORGE, STEPHEN refund overpay 00571720002		090321	09/03/2021	462.41
00209058	09/16/2021	GRAINGER INVENTORY PURCHASES	P0112087	9040025059/6149	08/31/2021	1,033.03
00209059	09/16/2021	H D FOWLER INVENTORY PURCHASES	P0112127	I5894364	09/01/2021	4,799.23
00209060	09/16/2021	HOME DEPOT CREDIT SERVICE MISC. PLANTS	P0112113	1081153	09/08/2021	858.95
00209061	09/16/2021	INTERCOM LANGUAGE SERVICES INC Intercom invoice #21-437	P0112143	21-437	09/10/2021	260.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209062	09/16/2021	ISSAQUAH JAIL, CITY OF Issaquah Jail Housing - June 2	P0111600	21000245	07/06/2021	3,300.00
00209063	09/16/2021	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0110791	11010448	08/30/2021	1,122.00
00209064	09/16/2021	KROESENS UNIFORM COMPANY Uniform Supplies - Dawson - In	P0111594	64079	07/01/2021	6,845.96
00209065	09/16/2021	LEXISNEXIS Invoice #3093431950 Legal	P0112129	3093431950	08/31/2021	349.02
00209066	09/16/2021	LIFTOFF LLC 5 additional Office 365 G3 lic	P0112007	5830ADD12	08/31/2021	600.00
00209067	09/16/2021	LUO, YUANXIA refund overpay 00106060003		090821	09/08/2021	420.77
00209068	09/16/2021	Madrona Law Group, PLLC Invoice #10938 Professional	P0112130	10939	09/07/2021	48,639.98
00209069	09/16/2021	METROPRESORT AUG 2021 E-SERVICE PORTAL ADMI	P0112124	IN636665	09/09/2021	50.00
00209070	09/16/2021	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0112097	560400-083121	08/31/2021	283.45
00209071	09/16/2021	MI HARDWARE - P&R MISC. HARDWARE FOR THE MONTH O	P0112100	560300-083121	08/31/2021	11.44
00209072	09/16/2021	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0112098	560800-083121	08/31/2021	74.04
00209073	09/16/2021	MI SCHOOL DISTRICT #400 MI POOL OPERATION SUBSIDY 2021	P0111166	OCT2021	10/01/2021	12,104.50
00209074	09/16/2021	MI UTILITY BILLS AUG 2021 PAYMENT OF UTILITY BI	P0112040	AUG2021	08/31/2021	111,123.48
00209075	09/16/2021	MOBERLY AND ROBERTS Invoice #985 Professional Serv	P0112132	985	09/01/2021	7,095.46
00209076	09/16/2021	NAPA AUTO PARTS REPAIR PARTS	P0112079	083121	08/31/2021	916.28
00209077	09/16/2021	NELSON PETROLEUM 2021 DIESEL DELIVERY	P0112119	0773986-IN	09/02/2021	2,228.86
00209078	09/16/2021	OCCUPATIONAL HEALTH CTRS OF WA DOT RECERT JOHNSON 8/16/21	P0112134	72380973	08/16/2021	109.00
00209079	09/16/2021	OWEN EQUIPMENT COMPANY REPAIR PARTS	P0112101	00103179	08/31/2021	450.66
00209080	09/16/2021	Pacific Civil & Infrastructure 2021 WATER SYSTEM IMPROVEMENT	P0111071	PP#4	08/31/2021	181,581.88
00209081	09/16/2021	PACIFIC RUBBER REPAIR PARTS	P0112103	R060037/R060354	08/27/2021	86.17
00209082	09/16/2021	PACIFIC TOPSOIL INC. BARK & MULCH (37 YDS)	P0112092	13387-082521	07/26/2021	1,022.67
00209083	09/16/2021	PACIFICA LAW GROUP LLP August PROS Plan Review	P0112137	69789	09/10/2021	532.00
00209084	09/16/2021	PAYBYPHONE TECHNOLOGIES INC TRANSACTION FEE/MONTHLY TRANSA	P0112145	INVPBP-HQ-368	08/31/2021	250.00
00209085	09/16/2021	PRIORITY MARINE Patrol 11 engine and outdrive	P0111604	062121	06/21/2021	2,254.18
00209086	09/16/2021	PUGET SOUND ENERGY pse charges 082421		091421A	09/14/2021	4,426.47
00209087	09/16/2021	Randell, Suzanne Refund for drop-in sports memb	P0108817	32572-RE	01/01/2021	12.60



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209088	09/16/2021	RED WING BUSINESS SAFETY BOOTS	P0112125	20210910021394	09/10/2021	308.82
00209089	09/16/2021	SEATTLE BOAT COMPANY Patrol 11 Fuel - 7/5/2021 - In	P0111605	993-19535-69238	06/25/2021	2,380.42
00209090	09/16/2021	SEATTLE PUBLIC UTILITIES AUG 2021 SPU CHARGE FOR RETAIL	P0112036	AUG2021	08/01/2021	7,488.00
00209091	09/16/2021	SETTERLUND, DAVID FLIGHT FINAL INTERVIEW REC COO		083121	08/31/2021	538.80
00209092	09/16/2021	SOUND PUBLISHING INC Ntc. 2602238 8/11 Notice of 8/	P0112138	8036283	08/31/2021	295.38
00209093	09/16/2021	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0112102	2102318	09/02/2021	1,128.60
00209094	09/16/2021	THYSSENKRUPP ELEVATOR CORP ELEVATOR MAINT 9/1/21-11/30/21	P0112141	3006142466	09/01/2021	3,109.20
00209095	09/16/2021	LINKO TECHNOLOGY INC 2021 CROSS CONNECTION WEB TEST	P0110284	8705	09/03/2021	185.00
00209096	09/16/2021	UNITED REPROGRAPHICS COVID COREX SIGNS	P0112126	9102946-IN/2918-	06/21/2021	415.10
00209097	09/16/2021	UNITED SITE SERVICES LID PARK BOAT LAUNCH RESTROOM	P0112135	INV-00268569	08/30/2021	441.55
00209098	09/16/2021	University of Washington Be REAL program for Mercer Isl	P0112167	68-1277_02	09/13/2021	3,160.00
00209099	09/16/2021	UTILITIES UNDERGROUND LOCATION 2021 UTILITY LOCATES	P0112080	1080181	08/31/2021	248.97
00209100	09/16/2021	VERIZON WIRELESS VERIZON JULY23-AUG 23 PARKS	P0112155	9886899652	08/23/2021	1,532.14
00209101	09/16/2021	WALLACE, THOMAS LEOFF1 Retiree Medical Expense	P0112115	090821	09/08/2021	716.02
00209102	09/16/2021	WAPRO Invoice #3022 Tuition and	P0112131	3022	09/08/2021	65.00
					Total	749,944.50

CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



\_\_\_\_\_  
Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	209103-209200	9/23/2021	\$314,099.27
			\$314,099.27

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
	00209115	BRUCE ZHANG	REFUND PERMIT 2010-169	3,826.00
P0112185	00209192	VALLEY ATHLETICS	INVENTORY PURCHASES	2,017.59
P0112146	00209140	DUNN LUMBER COMPANY	INVENTORY PURCHASES	888.51
<b>Org Key: 814075 - Mercer Island Emp Association</b>				
	00209168	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	230.00
<b>Org Key: 814076 - City &amp; Counties Local 21M</b>				
	00209200	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,388.25
<b>Org Key: 814077 - Police Association</b>				
	00209175	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,496.23
<b>Org Key: CO6100 - City Council</b>				
P0112195	00209135	DANIEL, KAMARIA	MITV 8/31 Council Meeting	390.00
P0112195	00209135	DANIEL, KAMARIA	MITV 8/26 Council Hybrid Test	120.00
P0112195	00209135	DANIEL, KAMARIA	Transportation	80.00
<b>Org Key: FN1100 - Administration (FN)</b>				
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - Financial and	7,373.25
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - IT	1,276.90
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - Federal	282.50
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - Common Systems	113.00
<b>Org Key: FN4501 - Utility Billing (Water)</b>				
P0112153	00209167	METROPRESORT	AUG 2021 PRINTING & MAILING OF	75.37
P0112153	00209167	METROPRESORT	AUG 2021 PRINTING & MAILING OF	66.60
<b>Org Key: FN4502 - Utility Billing (Sewer)</b>				
P0112153	00209167	METROPRESORT	AUG 2021 PRINTING & MAILING OF	75.37
P0112153	00209167	METROPRESORT	AUG 2021 PRINTING & MAILING OF	66.59
<b>Org Key: FN4503 - Utility Billing (Storm)</b>				
P0112153	00209167	METROPRESORT	AUG 2021 PRINTING & MAILING OF	75.36
P0112153	00209167	METROPRESORT	AUG 2021 PRINTING & MAILING OF	66.58
<b>Org Key: FR1100 - Administration (FR)</b>				
P0112174	00209190	SYSTEMS DESIGN WEST LLC	Transport Billing Fees 08/21	1,400.35
P0112182	00209197	WALTER E NELSON CO	Stock Household Supplies	1,381.64
	00209118	CENTURYLINK	MAIN FIRE STATION FD#7	194.99
P0112187	00209107	ASPECT SOFTWARE INC	Telestaff Maintenance Fees	165.15
P0112178	00209134	CULLIGAN SEATTLE WA	Water Service/Fire	157.97
<b>Org Key: FR2100 - Fire Operations</b>				
P0112175	00209141	EASTSIDE FIRE & RESCUE	Parts and Labor 8613	2,627.60
P0112157	00209193	VERIZON WIRELESS	FIRE JUL 24-AUG 23 (INTL CREDI	1,402.22
P0112177	00209174	POLAND & SONS LLC	Novacool Foam	1,186.60
P0109898	00209131	COMCAST	2021 Comcast Business - Fire	884.12
P0112175	00209141	EASTSIDE FIRE & RESCUE	Parts and Labor 4604	586.70
P0112173	00209158	KROESENS UNIFORM COMPANY	Uniforms/Pearson	477.12
P0112175	00209141	EASTSIDE FIRE & RESCUE	Parts and Labor 8614	171.98
P0112183	00209158	KROESENS UNIFORM COMPANY	Uniforms/Cook	113.14
P0112171	00209130	COMCAST	Internet Charges/Fire	62.41

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0112168	00209194	VERIZON WIRELESS	Cell Charges/Fire	15.27
P0112188	00209130	COMCAST	Internet Charges/Fire	11.33
<i>Org Key: FR2400 - Fire Suppression</i>				
P0112176	00209162	LN CURTIS & SONS	4 Pyrolite Gate Valves	3,029.50
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0112172	00209188	STERICYCLE INC	On-Call Charges/Fire	10.36
P0112170	00209105	AIRGAS USA LLC	Oxygen/Fire	9.08
P0112170	00209105	AIRGAS USA LLC	Oxygen/Fire	4.93
<i>Org Key: FR4100 - Training</i>				
P0112169	00209111	BELLEVUE, CITY OF	Elevator Rescue/Givens	300.00
<i>Org Key: GB0107 - Honeywell Site Remediation</i>				
P0111015	00209144	FARALLON CONSULTING LLC	PROJECT 1292-002 2021 SOIL	1,060.65
<i>Org Key: GGM001 - General Government-Misc</i>				
P0109898	00209131	COMCAST	2021 Comcast Business - City h	429.00
P0112222	00209128	COMCAST	INTERNET SEPT 22, 21 - OCT 21,	111.46
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
	00209161	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	6,123.89
	00209160	LEOFF HEALTH & WELFARE TRUST	FIRE RETIREES	3,223.11
	00209151	HILTNER, PETER	LEOFF1 Medicare Reimb	619.50
	00209149	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	361.30
	00209186	SMITH, RICHARD	LEOFF1 Medicare Reimb	249.70
	00209145	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	240.70
	00209136	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	240.60
	00209182	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	240.60
	00209164	LYONS, STEVEN	LEOFF1 Medicare Reimb	235.60
	00209110	BARNES, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00209146	GOODMAN, J C	LEOFF1 Medicare Reimb	220.40
	00209191	THOMPSON, JAMES	LEOFF1 Medicare Reimb	196.40
	00209196	WALLACE, THOMAS	LEOFF1 Medicare Reimb	183.10
	00209142	ELSOE, RONALD	LEOFF1 Medicare Reimb	182.50
	00209138	DEVENY, JAN P	LEOFF1 Medicare Reimb	182.00
	00209159	KUHN, DAVID	LEOFF1 Medicare Reimb	182.00
	00209199	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00209113	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	181.00
	00209104	ADAMS, RONALD E	LEOFF1 Medicare Reimb	180.70
	00209109	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	179.80
	00209169	MYERS, JAMES S	LEOFF1 Medicare Reimb	179.80
	00209139	DOWD, PAUL	LEOFF1 Medicare Reimb	175.00
	00209181	RUCKER, MANORD J	LEOFF1 Medicare Reimb	167.20
	00209163	LOISEAU, LERI M	LEOFF1 Medicare Reimb	165.70
	00209103	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	165.50
	00209154	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	154.80
	00209198	WEGNER, KEN	LEOFF1 Medicare Reimb	144.60
	00209180	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
<i>Org Key: GGM606 - Excess Retirement-Fire</i>				
	00209110	BARNES, WILLIAM	LEOFF1 Excess Benefit	2,011.41

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00209132	COOPER, ROBERT	LEOFF1 Excess Benefit	1,969.01
	00209154	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,120.83
	00209182	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	1,039.40
	00209180	RAMSAY, JON	LEOFF1 Excess Benefit	615.86
<i>Org Key: GT0106 - Enterprise Resource Planning S</i>				
P0112158	00209112	BERRYDUNN	BIWEEKLY STATUS/ FINAL FUNCTIO	8,650.00
<i>Org Key: GX9996 - Employee Benefits-Police</i>				
	00209161	LEOFF HEALTH & WELFARE TRUST	POLICE	48,821.90
	00209161	LEOFF HEALTH & WELFARE TRUST	POLICE SUPPORT	5,304.96
<i>Org Key: GX9997 - Employee Benefits-Fire</i>				
	00209160	LEOFF HEALTH & WELFARE TRUST	FIRE ACTIVE	48,984.55
	00209161	LEOFF HEALTH & WELFARE TRUST	BILLING ADJUSTMENTS	3,168.01
<i>Org Key: IGVO06 - Puget Sound Regional Council</i>				
P0112200	00209179	PUGET SOUND REGIONAL COUNCIL	FY22 MEMBERSHIP DUES	17,647.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00209120	CENTURYLINK	TRUNKS & BILLING PRI	584.17
	00209121	CENTURYLINK	FIRE STATION 91 BACKUP PRI	135.42
	00209119	CENTURYLINK	OPX LINES - 16/32	72.99
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	764.27
P0112189	00209195	WA ST DEPT OF TRANSPORTATION	PROJECT COSTS FOR MAY 2021 SE	293.73
P0112191	00209195	WA ST DEPT OF TRANSPORTATION	PROJECT COSTS FOR MARCH 2021 S	276.69
P0112190	00209195	WA ST DEPT OF TRANSPORTATION	PROJECT COSTS FOR APRIL 2021 S	73.21
P0112154	00209156	KING COUNTY FINANCE	15 MPH SIGNS	59.33
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	15.17
<i>Org Key: MT3100 - Water Distribution</i>				
P0112184	00209170	NATIONAL SAFETY INC	BW 4-GAS MIX CH4 50%LEL, 12 18	140.44
P0112149	00209152	HOME DEPOT CREDIT SERVICE	PIPE FITTINGS	19.19
<i>Org Key: MT3150 - Water Quality Event</i>				
P0110185	00209106	AM TEST INC	2021 WATER QUALITY SAMPLES	300.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	4,467.94
	00209122	CENTURYLINK	MAIN FIRE STATION	59.74
	00209123	CENTURYLINK	SOUTH END FIRE STATION	59.74
	00209124	CENTURYLINK	MAIN WATER RESERVOIR	59.74
	00209125	CENTURYLINK	BOOSTER PUMP STATION	59.74
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00209126	CENTURYLINK BUSINESS SERVICES	SEWER TELEMETRY	2,972.15
	00209178	PUGET SOUND ENERGY	PSE 083121	2,080.90
P0112184	00209170	NATIONAL SAFETY INC	BW 4-GAS MIX CH4 50%LEL, 12 18	140.43
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0112193	00209171	OCCUPATIONAL HEALTH CTRS OF WA	DOT RECERT/ DOT PHYSICAL RECER	109.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3800 - Storm Drainage</i>				
P0112194	00209171	OCCUPATIONAL HEALTH CTRS OF WA	DOT RECERT/PHYSICAL RECERT	109.00
<i>Org Key: MT4101 - Support Services - General Fd</i>				
P0112150	00209166	MERCER ISLAND REPORTER	PW RENEWAL OF MI REPORTER	70.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0110073	00209129	COMCAST	2021 PW WIFI SERVICE	96.41
P0112148	00209133	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	53.00
<i>Org Key: MT4200 - Building Services</i>				
P0112147	00209147	GRAINGER	PAD HOLDER	80.50
<i>Org Key: MT4300 - Fleet Services</i>				
P0112181	00209177	PRIORITY MARINE	Patrol 14 Service - Work condu	1,575.42
P0112181	00209177	PRIORITY MARINE	Patrol 11 Service - work condu	1,483.90
P0112144	00209165	MERCER ISLAND CHEVRON	FUEL	1,005.65
P0112165	00209184	SEATTLE BOAT COMPANY	Marine Patrol Fuel - Patrol 11	497.88
P0112165	00209184	SEATTLE BOAT COMPANY	Marine Patrol Fuel - Patrol 11	464.40
P0109870	00209155	KIA MOTORS FINANCE	2021 KIA LEASE [2019 KIA NURO]	388.55
P0112151	00209176	PRAXAIR DISTRIBUTION INC	2021 ACETYLEN & OXYGEN TANK RE	63.63
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0102334	00209157	KPG	2019 ON CALL TRANPORATION	463.49
<i>Org Key: MT4501 - Water Administration</i>				
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - Financial and	2,457.75
<i>Org Key: MT4502 - Sewer Administration</i>				
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - Financial and	2,457.75
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0112203	00209187	STATE AUDITOR'S OFFICE	FYE20 Audit - Financial and	2,457.75
<i>Org Key: MT6100 - Park Maintenance</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	54.45
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
	00209116	CENTURYLINK	BATTING CAGE DSL	84.36
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	127.34
<i>Org Key: PA0100 - Open Space Management</i>				
	00209189	Stone, Lizzy	corrections for knotweed sign	214.70
<i>Org Key: PO0000 - Police-Revenue</i>				
P0112223	00209137	DEPT OF LICENSING	CONCEALED PISTOL LICENSES ISSU	342.00
<i>Org Key: PO1100 - Administration (PO)</i>				
P0112160	00209108	AT&T MOBILITY	Past Due Cell Phone Service fo	754.63
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0112179	00209153	ISSAQUAH JAIL, CITY OF	Jail Housing June 2021 and	4,840.00
P0112179	00209153	ISSAQUAH JAIL, CITY OF	Jail Housing June 2021 and	3,410.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0112164	00209183	SCORE	Jail Housing Fees Invoice Date	1,656.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0112163	00209158	KROESENS UNIFORM COMPANY	Uniform Supplies - New	890.86
P0112159	00209158	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice #65	121.10
P0112159	00209158	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice #65	53.95
P0112161	00209127	CLEANERS PLUS 1	Patrol Uniform Cleaning	30.15
P0112159	00209158	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice #65	21.91
P0112159	00209158	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice #65	14.26
<i>Org Key: PO4100 - Firearms Training</i>				
P0112162	00209185	SKAGIT SHOOTING SPORTS INC	9mm training rounds	4,180.00
<i>Org Key: PR4100 - Community Center</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	46.88
<i>Org Key: ST0001 - ST Traffic Safety Enhancements</i>				
P0102334	00209157	KPG	2019 ON CALL TRANPORATION	0.01
<i>Org Key: ST0020 - ST Long Term Parking</i>				
	00209178	PUGET SOUND ENERGY	PSE 083121	19.42
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0103284	00209114	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	73,177.41
<i>Org Key: SW0100 - Sub Basin 42.1 &amp; 42.1a Waterco</i>				
	00209148	GREENE, RICHARD B.	mileage reimbursement	115.36
<i>Org Key: WU0102 - SCADA System Replacement-Water</i>				
P0103284	00209114	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	2,082.47
<i>Org Key: WU0117 - Meter Replacement Implementati</i>				
P0102980	00209150	HDR ENGINEERING INC	WATER METER REPLACEMENT	2,434.72
<i>Org Key: YF1100 - YFS General Services</i>				
	00209143	FALSGRAF NELSON, LAURA	license renewal	106.00
<i>Org Key: YF1200 - Thrift Shop</i>				
	00209172	PEREZ, SHARON	mits volunteer snacks/meeting	338.65
	00209117	CENTURYLINK	THRIFT SHOP ALARMS	206.76
	00209173	PHILEN, SUZANNE	volunteer refreshments	194.73
	00209173	PHILEN, SUZANNE	print advertising	108.99
	00209172	PEREZ, SHARON	volunteer supplies	27.98
	00209173	PHILEN, SUZANNE	2021-22 planner	13.19
	00209172	PEREZ, SHARON	plants in planter MITS	11.52
Total				314,099.27

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209103	09/23/2021	ABBOTT, RICHARD LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	165.50
00209104	09/23/2021	ADAMS, RONALD E LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	180.70
00209105	09/23/2021	AIRGAS USA LLC Oxygen/Fire	P0112170	9982557655	08/31/2021	14.01
00209106	09/23/2021	AM TEST INC 2021 WATER QUALITY SAMPLES	P0110185	123388	09/14/2021	300.00
00209107	09/23/2021	ASPECT SOFTWARE INC Telestaff Maintenance Fees	P0112187	ASI067686	09/05/2021	165.15
00209108	09/23/2021	AT&T MOBILITY Past Due Cell Phone Service fo	P0112160	486X05192021	05/11/2021	754.63
00209109	09/23/2021	AUGUSTSON, THOR LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	179.80
00209110	09/23/2021	BARNES, WILLIAM LEOFF1 Medicare Reimb		OCT2021A	10/01/2021	2,233.81
00209111	09/23/2021	BELLEVUE, CITY OF Elevator Rescue/Givens	P0112169	40335	09/13/2021	300.00
00209112	09/23/2021	BERRYDUNN BIWEEKLY STATUS/ FINAL FUNCTIO	P0112158	407083	09/14/2021	8,650.00
00209113	09/23/2021	BOOTH, GLENDON D LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	181.00
00209114	09/23/2021	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	SP0103284	14418486	09/14/2021	75,259.88
00209115	09/23/2021	BRUCE ZHANG REFUND PERMIT 2010-169		092221	09/22/2021	3,826.00
00209116	09/23/2021	CENTURYLINK BATTING CAGE DSL		0689-SEPT21	09/02/2021	84.36
00209117	09/23/2021	CENTURYLINK THRIFT SHOP ALARMS		4207-SEPT21	09/01/2021	206.76
00209118	09/23/2021	CENTURYLINK MAIN FIRE STATION FD#7		0834-SEPT21	09/01/2021	194.99
00209119	09/23/2021	CENTURYLINK OPX LINES - 16/32		3249-SEPT21	09/01/2021	72.99
00209120	09/23/2021	CENTURYLINK TRUNKS & BILLING PRI		3600-SEPT21	09/01/2021	584.17
00209121	09/23/2021	CENTURYLINK FIRE STATION 91 BACKUP PRI		6081-SEPT21	09/01/2021	135.42
00209122	09/23/2021	CENTURYLINK MAIN FIRE STATION		4129-SEPT21	09/01/2021	59.74
00209123	09/23/2021	CENTURYLINK SOUTH END FIRE STATION		4130-SEPT21	09/01/2021	59.74
00209124	09/23/2021	CENTURYLINK MAIN WATER RESERVOIR		4212-SEPT21	09/01/2021	59.74
00209125	09/23/2021	CENTURYLINK BOOSTER PUMP STATION		9073-SEPT21	09/01/2021	59.74
00209126	09/23/2021	CENTURYLINK BUSINESS SERVICES SEWER TELEMTRY		242562019	09/04/2021	2,972.15
00209127	09/23/2021	CLEANERS PLUS 1 Patrol Uniform Cleaning	P0112161	39545	09/01/2021	30.15
00209128	09/23/2021	COMCAST INTERNET SEPT 22, 21 - OCT 21,	P0112222	0060573-0921	09/12/2021	111.46



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00209129	09/23/2021	COMCAST 2021 PW WIFI SERVICE	P0110073	0365550-SEP21	09/07/2021	96.41
00209130	09/23/2021	COMCAST Internet Charges/Fire	P0112188	00081371-SEPT21	09/11/2021	73.74
00209131	09/23/2021	COMCAST 2021 Comcast Business - Fire	P0109898	129809834	09/01/2021	1,313.12
00209132	09/23/2021	COOPER, ROBERT LEOFF1 Excess Benefit		OCT2021A	10/01/2021	1,969.01
00209133	09/23/2021	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0112148	14555831 090421	09/04/2021	53.00
00209134	09/23/2021	CULLIGAN SEATTLE WA Water Service/Fire	P0112178	2021109672721	08/31/2021	157.97
00209135	09/23/2021	DANIEL, KAMARIA MITV 8/26 Council Hybrid Test	P0112195	52	08/31/2021	590.00
00209136	09/23/2021	DEEDS, EDWARD G LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	240.60
00209137	09/23/2021	DEPT OF LICENSING CONCEALED PISTOL LICENSES ISSU	P0112223	083121	08/31/2021	342.00
00209138	09/23/2021	DEVENY, JAN P LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	182.00
00209139	09/23/2021	DOWD, PAUL LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	175.00
00209140	09/23/2021	DUNN LUMBER COMPANY INVENTORY PURCHASES	P0112146	8232704	09/09/2021	888.51
00209141	09/23/2021	EASTSIDE FIRE & RESCUE Parts and Labor 8613	P0112175	4209	09/08/2021	3,386.28
00209142	09/23/2021	ELSOE, RONALD LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	182.50
00209143	09/23/2021	FALSGRAF NELSON, LAURA license renewal		091321	09/13/2021	106.00
00209144	09/23/2021	FARALLON CONSULTING LLC PROJECT 1292-002 2021 SOIL	P0111015	0040955	09/09/2021	1,060.65
00209145	09/23/2021	FORSMAN, LOWELL LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	240.70
00209146	09/23/2021	GOODMAN, J C LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	220.40
00209147	09/23/2021	GRAINGER PAD HOLDER	P0112147	9053170321	09/14/2021	80.50
00209148	09/23/2021	GREENE, RICHARD B. mileage reimbursement		080221	08/02/2021	115.36
00209149	09/23/2021	HAGSTROM, JAMES LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	361.30
00209150	09/23/2021	HDR ENGINEERING INC WATER METER REPLACEMENT PROGRA	P0102980	1200373017	09/09/2021	2,434.72
00209151	09/23/2021	HILTNER, PETER LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	619.50
00209152	09/23/2021	HOME DEPOT CREDIT SERVICE PIPE FITTINGS	P0112149	4273891	09/15/2021	19.19
00209153	09/23/2021	ISSAQUAH JAIL, CITY OF Jail Housing June 2021 and	P0112179	21000174	06/01/2021	8,250.00
00209154	09/23/2021	JOHNSON, CURTIS LEOFF1 Medicare Reimb		OCT2021A	10/01/2021	1,275.63

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00209155	09/23/2021	KIA MOTORS FINANCE 2021 KIA LEASE [2019 KIA NURO]	P0109870	1914423378-SEP21	09/04/2021	388.55
00209156	09/23/2021	KING COUNTY FINANCE 15 MPH SIGNS	P0112154	2136396	09/10/2021	59.33
00209157	09/23/2021	KPG 2019 ON CALL TRANSPORTATION	P0102334	8-20721	09/07/2021	463.50
00209158	09/23/2021	KROESENS UNIFORM COMPANY Uniforms/Cook	P0112159	65001	09/09/2021	1,692.34
00209159	09/23/2021	KUHN, DAVID LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	182.00
00209160	09/23/2021	LEOFF HEALTH & WELFARE TRUST FIRE RETIREES		100121	10/01/2021	52,207.66
00209161	09/23/2021	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		100121	10/01/2021	63,418.76
00209162	09/23/2021	LN CURTIS & SONS 4 Pyrolite Gate Valves	P0112176	INV522704	08/31/2021	3,029.50
00209163	09/23/2021	LOISEAU, LERI M LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	165.70
00209164	09/23/2021	LYONS, STEVEN LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	235.60
00209165	09/23/2021	MERCER ISLAND CHEVRON FUEL	P0112144	080221	08/02/2021	1,005.65
00209166	09/23/2021	MERCER ISLAND REPORTER PW RENEWAL OF MI REPORTER	P0112150	MI-167112	09/01/2021	70.00
00209167	09/23/2021	METROPRESORT AUG 2021 PRINTING & MAILING OF	P0112153	IN636946	09/13/2021	425.87
00209168	09/23/2021	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		092421	09/24/2021	230.00
00209169	09/23/2021	MYERS, JAMES S LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	179.80
00209170	09/23/2021	NATIONAL SAFETY INC BW 4-GAS MIX CH4 50%LEL, 12 18	P0112184	0628494-IN	09/09/2021	280.87
00209171	09/23/2021	OCCUPATIONAL HEALTH CTRS OF WA DOT RECERT/ DOT PHYSICAL RECER	P0112194	71988349	07/13/2021	218.00
00209172	09/23/2021	PEREZ, SHARON plants in planter MITS		092021	09/20/2021	378.15
00209173	09/23/2021	PHILEN, SUZANNE 2021-22 planner		091721	09/17/2021	316.91
00209174	09/23/2021	POLAND & SONS LLC Novacool Foam	P0112177	RPS0821LC	08/30/2021	1,186.60
00209175	09/23/2021	POLICE ASSOCIATION PAYROLL EARLY WARRANTS		092421	09/24/2021	2,496.23
00209176	09/23/2021	PRAXAIR DISTRIBUTION INC 2021 ACETYLEN & OXYGEN TANK RE	P0112151	65774252	08/31/2021	63.63
00209177	09/23/2021	PRIORITY MARINE Patrol 11 Service - work condu	P0112181	081321	08/13/2021	3,059.32
00209178	09/23/2021	PUGET SOUND ENERGY PSE 083121		083121	08/31/2021	7,576.37
00209179	09/23/2021	PUGET SOUND REGIONAL COUNCIL FY22 MEMBERSHIP DUES	P0112200	2022049	09/13/2021	17,647.00
00209180	09/23/2021	RAMSAY, JON LEOFF1 Medicare Reimb		OCT2021A	10/01/2021	752.06

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209181	09/23/2021	RUCKER, MANORD J LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	167.20
00209182	09/23/2021	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		OCT2021A	10/01/2021	1,280.00
00209183	09/23/2021	SCORE Jail Housing Fees Invoice Date	P0112164	5458	09/10/2021	1,656.00
00209184	09/23/2021	SEATTLE BOAT COMPANY Marine Patrol Fuel - Patrol 11	P0112165	993-19600-66428	08/29/2021	962.28
00209185	09/23/2021	SKAGIT SHOOTING SPORTS INC 9mm training rounds	P0112162	12076	08/27/2021	4,180.00
00209186	09/23/2021	SMITH, RICHARD LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	249.70
00209187	09/23/2021	STATE AUDITOR'S OFFICE FYE20 Audit - Federal	P0112203	L144016	09/13/2021	16,418.90
00209188	09/23/2021	STERICYCLE INC On-Call Charges/Fire	P0112172	3005692236	08/31/2021	10.36
00209189	09/23/2021	Stone, Lizzy corrections for knotweed sign		091321	09/13/2021	214.70
00209190	09/23/2021	SYSTEMS DESIGN WEST LLC Transport Billing Fees 08/21	P0112174	20211851	09/15/2021	1,400.35
00209191	09/23/2021	THOMPSON, JAMES LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	196.40
00209192	09/23/2021	VALLEY ATHLETICS INVENTORY PURCHASES	P0112185	42587	07/22/2021	2,017.59
00209193	09/23/2021	VERIZON WIRELESS FIRE JUL 24-AUG 23 (INTL CREDI	P0112157	9886899651	08/23/2021	1,402.22
00209194	09/23/2021	VERIZON WIRELESS Cell Charges/Fire	P0112168	9887850859	09/06/2021	15.27
00209195	09/23/2021	WA ST DEPT OF TRANSPORTATION PROJECT COSTS FOR MARCH 2021 S	P0112189	RE41GMB1110R013	06/14/2021	643.63
00209196	09/23/2021	WALLACE, THOMAS LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	183.10
00209197	09/23/2021	WALTER E NELSON CO Stock Household Supplies	P0112182	827367	09/13/2021	1,381.64
00209198	09/23/2021	WEGNER, KEN LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	144.60
00209199	09/23/2021	WHEELER, DENNIS LEOFF1 Medicare Reimb		OCT2021B	10/01/2021	181.70
00209200	09/23/2021	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		092421	09/24/2021	2,388.25
					Total	<u>314,099.27</u>



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5949  
October 5, 2021  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5949: September 24, 2021 Payroll Certification in the amount of \$820,128.89	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve the September 24, 2021 Payroll Certification.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Human Resources
<b>STAFF:</b>	Ali Spietz, Chief of Administration
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. September 24, 2021 Payroll Certification
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**SUMMARY**

This is an approval of the payroll certification for the City of Mercer Island for the period from September 4, 2021, through September 17, 2021 in the amount of \$820,128.89 (see Exhibit 1).

**BACKGROUND**

[RCW 42.24.080](#) requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. [RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a bi-weekly payroll schedule with payments on every other Friday.

**PAYROLL INFORMATION**

Each payroll varies depending on several factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.) In addition to regular pay for employees, the September 24, 2021, payroll has variants that are outlined at the top of page 2:

**Additional payments:**

- \$6,155.46 in leave cash outs for current employees.
- \$3,406.85 in leave cash outs for terminated employees.
- \$3,641.92 in employee service and recognition awards
- \$42,870.57 in overtime earnings (see chart for overtime hours by department).
- \$18,448.77 in overtime earnings for two firefighters assisting with the Schneider Springs Wildland Fire; costs to be reimbursed by the State.

**Overtime hours by department:**

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	5.50
Finance	
Fire	755.50*
Municipal Court	
Police	91.75
Public Works	58.00
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>910.75</b>

\*313.50 of these hours are for the Schneider Springs Wildland Fire

**FTE/LTE COUNTS**

The table below shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Temporary and seasonal employees are not included.

Full Time Equivalents (FTEs)	2021	2021
	Budgeted	Actual
Administrative Services	13.50 <sup>4</sup>	11.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.50	3.50
Community Planning & Development	18.00 <sup>3</sup>	14.00
Finance	7.00	7.00
Fire	32.00	31.00
Municipal Court	3.30	3.30
Police	37.50 <sup>1</sup>	36.50
Public Works	61.30	53.30
Recreation	0.75	0.75
Youth & Family Services	11.43 <sup>2</sup>	11.43
Thrift Shop	1.0	1.0
<b>Total FTEs</b>	<b>188.92</b>	<b>175.28</b>

Limited Term Equivalents (LTEs)	2021	
	Budgeted	Actual
Administrative Services	1.00 <sup>4</sup>	0.00
Community Planning & Development	1.50 <sup>3</sup>	1.00
Recreation	2.00	2.00
Youth & Family Services	1.60	1.30
<b>Total LTEs</b>	<b>5.10</b>	<b>4.30</b>

<b>Total FTEs &amp; LTEs</b>	<b>195.02</b>	<b>179.58</b>
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<sup>1</sup> 5/18/2021: City Council authorized hire ahead of two officers ([AB 5874](#))

<sup>2</sup> 1/5/2021: City Council authorized increase of 1.37 FTE in YFS ([AB 5795](#))

<sup>3</sup> 9/21/2021: City Council authorized increase of 2.0 FTE and 0.5 LTE in CPD ([AB 5942](#))

<sup>4</sup> 9/21/2021: City Council authorized increase of 1.0 LTE in Admin Services (HR) ([AB 5942](#))

**RECOMMENDED ACTION**

Approve the September 24, 2021 Payroll Certification (Exhibit 1) in the amount of \$820,128.89 and authorize the Mayor to sign the certification on behalf of the entire City Council.

**CITY OF MERCER ISLAND PAYROLL CERTIFICATION**

Item 3.

**PAYROLL PERIOD ENDING** **9.17.2021**  
**PAYROLL DATED** **9.24.2021**

Net Cash	\$ 547,525.47
Net Voids/Manuals	\$ -
<b>Net Total</b>	<b>\$ 547,525.47</b>
Federal Tax Deposit	\$ 90,468.53
Social Security and Medicare Taxes	\$ 45,589.13
Medicare Taxes Only (Fire Fighter Employees)	\$ 2,797.46
State Tax (Oregon)	\$ 97.90
Family/Medical Leave Tax (Massachusetts)	\$ 0.29
Public Employees' Retirement System (PERS Plan 2)	\$ 22,784.59
Public Employees' Retirement System (PERS Plan 3)	\$ 5,946.83
Public Employees' Retirement System (PERSJM)	\$ 713.03
Public Safety Employees' Retirement System (PSERS)	\$ 218.90
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$ 29,052.54
Regence & LEOFF Trust Medical Insurance Deductions	\$ 11,531.15
Domestic Partner Medical Insurance Deductions	\$ 594.74
Kaiser Medical Insurance Deductions	\$ 827.00
Health Care - Flexible Spending Account Contributions	\$ 1,647.83
Dependent Care - Flexible Spending Account Contributions	\$ 885.76
ICMA Roth IRA Contributions	\$ 525.00
ICMA 457 Deferred Compensation Contributions	\$ 30,827.99
Fire Nationwide 457 Deferred Compensation Contributions	\$ 11,409.30
Fire Nationwide Roth IRA Contributions	\$ 1,050.00
Child Support Wage Garnishment	\$ 706.03
Mercer Island Employee Association Dues	\$ 230.00
AFSCME Union Dues	\$ 2,388.25
Police Union Dues	\$ 2,496.23
Fire Union Dues	\$ 2,185.94
Fire Union Supplemental Dues	\$ 160.00
Standard - Supplemental Life Insurance	\$ 387.25
Unum - Long Term Care Insurance	\$ 510.80
AFLAC - Supplemental Insurance Plans	\$ 388.71
Coffee Club Dues	\$ 136.00
Transportation - Flexible Spending Account Contributions	\$ 62.50
Fire HRA-VEBA Contributions	\$ 5,982.08
Oregon Transit Tax and Oregon Benefit Tax	\$ 1.66
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$ 272,603.42</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 820,128.89</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

  
 \_\_\_\_\_  
 Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
 Mayor Date



# CITY COUNCIL MINUTES SPECIAL VIDEO MEETING August 31, 2021

Item 4.

## EXECUTIVE SESSION

Mayor Benson Wong called the Executive Session to order at 4:00 pm from a remote location to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(i) and for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b) for approximately 90 minutes.

Mayor Benson Wong, Deputy Mayor Wendy Weiker and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using the teleconferencing platform Microsoft Teams.

City Manager Jessi Bon and City Attorney Bio Park participated in the executive session from a remote location using Microsoft Teams.

At 5:33 pm, the City Clerk extended the Executive Session to 5:45 pm.

Mayor Wong adjourned the executive session at 5:45 pm

## CALL TO ORDER & ROLL CALL

Mayor Wong called the meeting to order at 5:46 pm from a remote location.

Mayor Benson Wong, Deputy Mayor Wendy Weiker, and Councilmembers Lisa Anderl, Jake Jacobson (5:34 pm), Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using a video teleconferencing platform by Zoom.

Jessi Bon, City Manager, participated remotely from City Hall, 9611 SE 36th Street, Mercer Island, Washington. The City Attorney and Mercer Island City Leadership Team participated from remote locations.

## PLEDGE OF ALLEGIANCE

Councilmember Nice delivered the Pledge of Allegiance.

## AGENDA APPROVAL

It was moved by Nice; seconded by Rosenbaum to:

**Approve the agenda.**

Passed 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

## CITY MANAGER REPORT

City Manager Bon reported on the following items:

- COVID-19 Response
  - Implementing Additional COVID-19 Protective Measures
    - City Hall Reopening Later this Fall
    - City Council & Board and Commission Meetings Remain Virtual
    - Changes to Recreation Programs & Ongoing Programs
    - Thrift Shop Operational Changes



- Board & Commission Updates
- City Service Updates
  - Cooling Center Re-Opened for August heat wave
  - Mercerdale Playground Project Update
  - PROS Plan Community Survey
  - Traffic Safety Improvements
  - Calling All Comp Plan and Code Amendment Docket Requests
  - 2021 Business Needs Assessment
  - Mercer Island Firefighters Deployed to Yakima
- Community News - King County Redistricting
- Good News
  - Au Courant Back2School Shoe Drive & Fundraiser Benefiting YFS
  - MIFD & MIPD Celebrate with Mercer Island Centenarian
  - Mostly Music in the Park

## APPEARANCES

Danielle Reynard, Mercer Island, requested that the City Council ensure that the police department is fully trained in handling criminal protection orders. She referenced several upcoming changes regarding protection orders and wanted reassurance that police officers will receive training. She also expressed concern that the police department is discriminating against such cases.

Robert Klein, Mercer Island, spoke to his personal experience with a dangerous dog on the island and requested that Council pass an enforceable dangerous dog law.

Addie Smith, Mercer Island, spoke in favor of first amendment rights and what she felt was a violation of her rights to speak in support or against campaigns. She further reported that she was a victim of a hate crime.

## CONSENT AGENDA

### Approval Certification of Claims for the periods ending:

- A) July 15, 2021, in the amount of \$138,354.98
- B) July 23, 2021, in the amount of \$553,232.72
- C) July 30, 2021, in the amount of \$736,324.56
- D) August 6, 2021, in the amount of \$452,429.39
- E) August 12, 2021, in the amount of \$702,240.03
- F) August 19, 2021, in the amount of \$628,014.72

**Recommended Actions:** Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

### Approval of Claims Reporting for Electronic Funds Transfer for the month ending June 30, 2021 in the amount of \$2,605,762.23

**Recommended Action:** Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

### Approval of the Payroll Certification for the following periods ending:

- AB 5920: July 16, 2021, Payroll Certification, in the amount of \$818,465.97
- AB 5922: July 30, 2021, Payroll Certification, in the amount of \$782,252.21
- AB 5937: August 13, 2021, Payroll Certification, in the amount of \$772,439.02

**Recommended Actions:** Approve the July 16, July 30, and August 13, 2021, Payroll Certifications and authorize the Mayor to sign the certifications on behalf of the entire City Council.

### AB 5925: Childhood Cancer Awareness Month, Proclamation No. 277

**Recommended Action:** Mayor Wong proclaims September 2021 Childhood Cancer Awareness Month in Mercer Island.

### AB 5926: National Preparedness Month Proclamation No. 278

**Recommended Action:** Mayor Wong proclaims September 2021 National Preparedness Month in Mercer Island.

**AB 5927: National Recovery Month Proclamation No. 279**

**Recommended Action:** Mayor Wong proclaims September 2021 National Recovery Month in Mercer Island.

**AB 5928: National Suicide Prevention Awareness Month Proclamation No. 280**

**Recommended Action:** Mayor Wong proclaims September 2021 National Suicide Prevention Month in Mercer Island.

**AB 5929: Wireless Small Cell Code Amendment**

**Recommended Action:** Adopt Ordinance No. 21C-17, amending Chapters 19.06, 19.15, and 19.16 to revise standards and requirements for communications facilities, and repealing Ordinances 21-08 and 21C-12.

It was moved by Jacobson; seconded by Nice to:

**Approve the Consent Agenda and the recommendations contained therein.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**REGULAR BUSINESS**

**AB 5923: Chinese American WWII Veterans Proclamation No. 281**

**Recommended Action:** Mayor Wong proclaims November 13, 2021, Chinese American WWII Veterans Day in Mercer Island.

It was moved by Jacobson; seconded by Nice to:

**Authorize the Mayor to proclaim November 12, 2021 Chinese American WWII Veterans Day in Mercer Island.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**AB 5930: Public Hearing on Ordinance No. 21C-16 establishing interim development regulations to allow more outdoor seating for eating and drinking establishments.**

Mayor Wong opened the Public Hearing at 6:44 PM.

Joseph Kennedy, Mercer Island, owner of Barrels, encouraged the City Council to consider providing Barrels with a right-of-way permit into 2023, rather than six months, that would allow the business to continue using the existing right-of-way for outside seating.

Mayor Wong closed the Public Hearing at 6:49 PM

Jeff Thomas, Community Planning & Development Interim Director, and Sarah Bluvus, Economic Development Coordinator, explained that Ordinance No. 21C-16 updates and replaces the previous interim development regulations allowing local eating and drinking establishments the use of public property and private parking to expand outdoor seating. The updated ordinance would permit outdoor seating for eating and drinking establishments during the declared COVID-19 emergency even if no indoor seating restrictions were effective.

Staff further explained that the City is currently in the process of engaging a consultant to conduct a new Town Center Parking Study, which would include a code audit and exploration of opportunities for ROW and private parking activations, including the potential long-term use of ROW for outdoor dining. Staff recommended engaging the parking study consultant before taking any further action on permanent code changes related to parking, noting that the parking study and the long-term outdoor dining permanent code amendments may complement each other.

The updated timeline was outlined as follows:

- September 29 – deadline for Parking Study RFP submittals

- Q4 2021 - Selection Committee returns to City Council for consultant approval and staff communicate next steps for implementing long-term outdoor dining support
- January 6 – Ordinance No. 21C-16 expires

### **AB 5931: First Review of the City’s Updated Financial Management Policies**

Matt Mornick, Finance Director, explained that the purpose of the agenda bill was to provide the City Council background on the resulting body of work and to solicit feedback from the City Council on the draft Financial Management Policies, with specific emphasis on section “6.2 Replenishment Guidance” of the Reserves and Fund Balance section. Mornick outlined former budget policies and a list of new policies, noting that the ad hoc committee met on six occasions to deliberate and review the proposed new policies:

- Background & Purpose
- Fiscal Sustainability Philosophy
- Operating Budget
- Revenues & Expenditures
- Capital Budget
- Reserves & Fund Balance
- Long-term Financial Planning
- Accounting, Financial Reporting, & Auditing
- Investments
- Debt Management

The policies were also reviewed by city leadership and outside counsel.

Council reviewed and provided feedback to staff. Revisions that were supported by a majority of City Council would be incorporated in the second review scheduled for the September 21 City Council meeting.

### **AB 5932: 2021 Board and Commission Appointments**

**Arts Council** – Three (3) open positions; two (2) applications received.

It was moved by Reynolds; seconded by Nice to:

**Suspend Section 8.12 of the Council Rules of Procedure relative to the Arts Council and to split the Arts Council election into two elections.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**Round 1, Position 7 - Term 2025** - City Clerk Estrada emailed the ballots to each Councilmember with a list of the following applicants:

- Elizabeth Mitchell
- Rosemary Moore

The ballots were tallied, and Elizabeth Mitchell received six (6) votes to be appointed to the Arts Council, Position 7, expiring May 31, 2025.

**Ballots: 6** (Anderl, Nice, Reynolds, Rosenbaum, Weiker, and Wong; Jacobson abstained.)

**Round 2, Position 6 - Term 2024** - City Clerk Estrada emailed the ballots to each Councilmember with a list of the following applicants:

- Rosemary Moore

The ballots were tallied, and Rosemary Moore received six (6) votes to be appointed to the Arts Council, Position 6, expiring May 31, 2024.

**Ballots: 6** (Anderl, Nice, Reynolds, Rosenbaum, Weiker, and Wong; Jacobson abstained.)

**Design Commission** - Two (2) open positions; one (1) application received.

**Round 1, Position 5 – Term 2025** - City Clerk Estrada emailed the ballots to each Councilmember with a list of the following applicants:

- Suzanne Zahr

The ballots were tallied, and Suzanne Zahr received six (6) votes to be appointed to the Design Commission, Position 5, expiring May 31, 2025.

**Ballots: 6** (Anderl, Nice, Reynolds, Rosenbaum, Weiker, and Wong; Jacobson abstained.)

**Parks & Recreation Commission** - One (1) open position; four (4) applications received.

**Round 1, Position 6 - Term 2025** - City Clerk Estrada emailed the ballots to each Councilmember with a list of the following applicants:

- Paul Burstein
- Adam Ragheb
- Robin Russell
- Robert Weissman

The ballots were tallied, and Paul Burstein received four (4) votes to be appointed to the Parks & Recreation Commission, Position 6, expiring May 31, 2025.

**Ballots: 4 Burstein (Reynolds, Rosenbaum, Weiker, and Wong)**

2 Ragheb (Nice and Anderl)

1 Russell (Jacobson)

**Utility Board** - Three (3) open positions; three (3) applications received.

It was moved by Weiker; seconded by Anderl to:

**Suspend the Council Rules of Procedure Section 8.12 and to split the Utility Board election into two elections.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**Round 1, Position 3 and 5 - Term 2025** - City Clerk Estrada emailed the ballots to each Councilmember with a list of the following applicants:

- Craig Degginger
- Steve Milton
- Tim O'Connell

The ballots were tallied, and Steve Milton (Position 3) and Tim O'Connell (Position 5) received six (6) votes to be appointed to the Utility Board to serve in Position 3 and Position 5, expiring May 31, 2025.

**Ballots: 6 Milton (Anderl, Jacobson, Reynolds, Rosenbaum, Weiker, and Wong)**

**6 O'Connell (Anderl, Jacobson, Nice, Reynolds, Weiker, and Wong)**

2 Degginger (Nice and Rosenbaum)

**Round 2, Position 7 - Term 2022** - City Clerk Estrada emailed the ballots to each Councilmember with a list of the following applicants:

- Craig Degginger

The ballots were tallied, and Craig Degginger received seven (7) votes to be appointed to the Utility Board, Position 7, expiring on May 31, 2022.

**Ballots: 7** (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

Mayor Wong read the appointments listed in Resolution No. 1601 into the record.

It was moved by Reynolds; seconded by Weiker to:

**Adopt Resolution No. 1601 appointing members to the Mercer Island Boards and Commissions.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

It was moved by Jacobson; seconded by Reynolds to:

**Direct the City Manager to commence a recruitment process to fill the remaining vacancies on the Arts Council and the Design Commission.**

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**AB 5921: First Reading of Ordinance No. 21C-18 Amending Chapter 7.04 MICC – Animal Code.**

Bio Park, City Attorney, Eileen Keiffer, Special Counsel, and Mike Seifer, Police Operations Commander, addressed the Council, explaining that the current city code (chapter 7.04 MICC) lacked provisions for determining and declaring an animal to be a potentially dangerous dog. It also lacks a method for appeals of decisions by the City relating to potentially dangerous dogs and dangerous dogs, which is required by State statute and applicable caselaw in order to provide the requisite due process protections.

Staff outlined a summary of proposed amendments, noting that the proposed amendments establish necessary procedures and due process protections for dog owners. Additionally, the amendments streamline and standardize procedures for the City to administer its Animal Code.

City Council requested several changes to the proposed ordinance for consideration in a second reading. City Council also requested that the community be made aware of the proposed code changes and had an opportunity to provide feedback prior to adoption.

It was moved by Jacobson; seconded by Reynolds to:

**Set Ordinance No. 21C-18 for second reading and adoption at the Council Meeting on September 21, 2021, or soon thereafter.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**No AB:** Pursuant to Section 4.2D of the City Council Rules of Procedure, City Council to discuss a request to establish a partnership with Sophia Way and Congregations for the Homeless to provide outreach services to individuals experiencing homelessness on Mercer Island and to seek an appropriation of approximately \$20,000 to support this partnership through the remainder of the 2021-2022 biennium.

Chief Holmes explained that since the adoption of Ordinance No. 21C-02, which prohibited camping within any public property, MIPD officers had made contact with people that may be experiencing homelessness on average about three times per week. Holmes continued, noting that the Sophia Way focuses on serving women and families, while Congregations for the Homeless focuses on serving men. Both shelters provide full services to include beds for sleeping, case management, counseling services, employment assistance, and pathways towards stable housing. Both shelters also have outreach workers that serve the community and connect with those experiencing homelessness with resources, however Mercer Island is not part of their current service areas.

Council directed the City Manager to prepare a request to establish a partnership with The Sophia Way and Congregations for the Homeless to provide outreach services to individuals experiencing homelessness on Mercer Island, and to seek an appropriation of approximately \$20,000 to support the partnership through the remainder of the 2021-2022 biennium.

It was moved by Jacobson; seconded by Rosenbaum to:

**Direct the City Manager to bring this item back with an agenda bill for further consideration.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

**OTHER BUSINESS****Councilmember Absences**

There were no absences reported.

**Planning Schedule**

City Manager Bon reported that the November 2 meeting is election night and encouraged Council to reschedule the meeting to November 1.

It was moved by Weiker; and duly seconded to:

**Change the first meeting in November from November 2 to November 1 due to the election.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

City Manager Bon expressed a desire to have the City Attorney research in the first quarter of 2022 a revision to the City Code that would address and remedy the conflict between the Council meeting schedule and the November election.

City Manager Bon also asked that Council consider staying virtual until 2022. It was agreed that the decision could be made at the next City Council meeting.

### **Councilmember Reports**

Councilmember Nice:

- Thanked Matt Mornick, Finance Director, for his work on the Financial Management Policies
- Mercer Island population per the census

Councilmember Reynolds:

- Thanked Matt Mornick, Finance Director, for his leadership during the Financial Management Policies development.
- Reminded the community that there is still an Arts Council and Design Commission opening and encouraged individuals to apply.

Councilmember Rosenbaum:

- August PIC meeting was canceled
- Express his gratitude to staff and the City Council for their willingness to reschedule the first meeting in September due to Rash Hashanah

Deputy Mayor Weiker:

- Expressed support for City Manager's Bon suggestion to stay virtual until 2022.
- September 10 – Art Uncorked Event

Councilmember Jacobson:

- Expressed his gratitude for Matt Mornick, Finance Director, and his work on the Financial Management Policies
- Eastside Transportation Partnership has requested input regarding the future governance of ETP
- Parks & Recreation Commission will meet on September 9 to discuss the PROS Plan

### **ADJOURNMENT**

The Council Meeting adjourned at 10:46 PM.

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Benson Wong, Mayor

Attest:

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Deborah Estrada, City Clerk



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5950**  
**October 5, 2021**  
**Consent Agenda**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5950: Domestic Violence Action Month Proclamation No. 283	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Mayor Wong proclaims October 2021 as Domestic Violence Action Month.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Youth and Family Services
<b>STAFF:</b>	Ali Spietz, Chief of Administration Tambi Cork, YFS Administrator
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Proclamation No. 283
<b>CITY COUNCIL PRIORITY:</b>	n/a

## SUMMARY

Each October, Domestic Violence Action Month is recognized nationally and highlights the importance of preventing domestic violence through awareness, direct action, and support for survivors.

Domestic violence is defined as the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systemic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, threats, economic and emotional/psychological abuse. On average, nearly 20 people per minute are physically abused by an intimate partner in the United States. On a typical day, more than 20,000 phone calls are placed to domestic violence hotlines nationwide.

Mercer Island is not immune to the epidemic of domestic violence, and the impact on the individual, family, and community as a whole. The Department of Youth and Family Services (“YFS”) provides counseling, assessment, and referral for those experiencing domestic violence and for survivors. Regional partner Lifewire is an additional resource available to Mercer Island residents for victim advocacy, safety planning, and 24-hour crisis response.

If you or someone you know is concerned about your relationship or experiencing abuse at home, call Lifewire’s 24-Hour Helpline at 425-746-1940 or 1-800-827-8840 to speak with an advocate. Mercer Island survivors and their loved ones can also contact Youth and Family Services Department at 206-275-7657 or [www.mercerisland.gov/yfs](http://www.mercerisland.gov/yfs) for assistance.

## RECOMMENDED ACTION

Mayor proclaims October 2021 as Domestic Violence Action Month in Mercer Island.



## The City of Mercer Island, Washington

# Proclamation

### 2021 DOMESTIC VIOLENCE ACTION MONTH

**WHEREAS**, all Mercer Islander community members deserve to be safe in their homes and communities.

**WHEREAS**, domestic violence is a serious crime that affects one in three women and one in seven men nationally during their lifetime. Domestic violence is widespread and has a devastating impact on survivors, children, families, and our community. Domestic violence does not discriminate and crosses all economic, racial, gender, educational, religious, and societal barriers.

**WHEREAS**, the City of Mercer Island's Department of Youth and Family Services provides services to help mitigate the devastating impact of domestic violence on survivors, children, families, and the community. Education, prevention, and intervention efforts are imperative to not only protect victims, but also to increase public awareness of the severity and extent of domestic violence.

**WHEREAS**, this October, let us honor **DOMESTIC VIOLENCE ACTION MONTH** by renewing our commitment to end domestic violence and its brutal and destructive effects on Mercer Island and in every city, every town, and every corner of America.

**NOW, THEREFORE**, I, Benson Wong, Mayor of the City of Mercer Island, Washington, and on behalf of its City Council, do hereby proclaim the month of October 2021 as

### DOMESTIC VIOLENCE ACTION MONTH

in Mercer Island. I urge all residents to speak out against domestic violence and support efforts to prevent and end domestic abuse. We must work together to increase public awareness of, and action on this issue. We must work with young people to stop violence before it starts. Only then will we be able to truly put an end to this epidemic.

**APPROVED**, this 5th day of October 2021.



CITY OF MERCER ISLAND  
YOUTH & FAMILY SERVICES



\_\_\_\_\_  
Benson Wong, Mayor

Proclamation No. 283





**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5947  
October 5, 2021  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5947: Arbor Day Proclamation No.282	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Proclaim the third Saturday of October as Arbor Day in the City of Mercer Island.	

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations/Public Works Director Hannah Van Pelt, Right of Way Arborist
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Arbor Day Proclamation No. 282
<b>CITY COUNCIL PRIORITY:</b>	n/a

**SUMMARY**

At its core, the Tree City USA program serves to recognize a community’s commitment to caring for its urban forests – a designation which more than 3,500 communities nationwide have attained since the program’s creation in 1976. The City of Mercer Island first joined these ranks in 2017, and the Arbor Day proclamation is an annual requirement for renewing this designation.

In addition to showcasing the many ways the City of Mercer Island values and supports a robust urban forest management program, maintaining active Tree City USA status also makes the City eligible for certain urban forestry grant programs. To qualify for this program, four core standards of sound urban forestry management must be met:

1. Maintaining a tree board or department,
2. Adopting a tree care ordinance,
3. An annual budget of at least \$2 per capita dedicated to community forestry, and
4. An annual Arbor Day observance and proclamation.

The City of Mercer Island currently meets these criteria in the following ways:

- Urban forestry programs are well-established within the Parks and Right-of-Way divisions of the Public Works Department and include extensive tree planting and systematic tree assessments along the City’s park, open space, and arterial boundaries. This work is supported by six staff ISA-certified arborists.
- The tree chapter of the Mercer Island Municipal Code was updated in 2017, demonstrating the City’s ongoing commitment to protecting and enhancing this vital natural resource.

- Calculations of expenditure on all aspects of tree care indicate that the City has continued to exceed the per capita requirement over tenfold in 2020. These expenditures include all plant materials, installation, maintenance, and risk management, as well as ongoing training for staff arborists.

This proclamation, designating the third Saturday in October as Arbor Day in the City of Mercer Island, fulfills the final requirement needed to maintain Tree City USA qualification for the fifth year running. Further, the annual Arbor Day celebration creates a platform from which the City of Mercer Island can celebrate its accomplishments, raise awareness of the challenges facing its urban tree canopy, and educate citizens on ways in which they can contribute to a healthy urban forest.

The 2021 Arbor Day celebration will be held on October 16, 2021. As in 2020, COVID-19 restrictions necessitate that this event differ in size and scope from years past, though maintain the same spirit of encouraging native tree planting, recognizing our community volunteers, and engaging citizens of all ages to be good forest stewards in our parks and their own backyards.

City staff will launch a social media Countdown to Arbor Day including Facebook and Instagram posts that highlight the City's efforts to improve the health of Mercer Island's urban forests and share ideas of how residents can contribute on their own properties. In addition to the Countdown, there will be a small volunteer event held on Arbor Day at Upper Luther Burbank Park, in partnership with the EarthCorps. The community is encouraged to participate, whether at a volunteer event or from home, in support of the City's efforts to foster a healthier, greener Mercer Island.

## **RECOMMENDED ACTION**

Mayor proclaims the third Saturday in October as Arbor Day in Mercer Island.



City of Mercer Island, Washington

Proclamation

WHEREAS, protecting, enhancing, and maintaining trees are key community values expressed in the City of Mercer Island Comprehensive Plan; and

WHEREAS, the City recognizes that trees contribute to the character of Mercer Island, providing health benefits, ecological services, and natural beauty to our neighborhoods; and

WHEREAS, trees play a vital role in the stabilization of geologically hazardous areas, improve surface water quality and control, benefit Lake Washington, and reduce noise and air pollution; and

WHEREAS, Arbor Day, a world-wide observance that encourages tree planting and care, is one of many ways the City of Mercer Island and its residents declare their commitment to fostering healthy, resilient urban forests and street trees vital to the community’s present and future welfare.

NOW, THEREFORE, I, Benson Wong, Mayor of the City of Mercer Island, do hereby proclaim the third Saturday in October as

ARBOR DAY

in the City of Mercer Island and urge all citizens to support efforts to protect and nurture our trees and urban forests not just for the beauty they offer but for the benefits they provide our residents and community.

APPROVED, this 5th day of October 2021



\_\_\_\_\_  
Mayor Benson Wong

Proclamation No. 282



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5951  
October 5, 2021  
Regular Business

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5951: First Reading of Ordinance No. 21C-24 amending the Mercer Island City Code Section 2.08.020(A) to establish Juneteenth as a City holiday.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Set Ordinance No. 21C-24 for second reading and adoption on the October 19 Consent Agenda.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Attorney
<b>STAFF:</b>	Jessi Bon, City Manager Bio Park, City Attorney
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Ordinance No. 21C-24
<b>CITY COUNCIL PRIORITY:</b>	n/a

### SUMMARY

This ordinance amends Mercer Island City Code 2.08.020(A) to add Juneteenth as an official City holiday effective in 2022.

#### BACKGROUND

On June 19, 1865, more than two years after President Lincoln signed the Emancipation Proclamation, enslaved Americans in Galveston, Texas, finally received word that they were free from bondage. As those who were formerly enslaved were recognized for the first time as citizens, June 19 came to be known as "Juneteenth," a celebration of freedom.

#### STATE AND FEDERAL LEGISLATION ESTABLISHING JUNETEENTH AS A HOLIDAY

Washington Governor Jay Inslee signed [Substitute House Bill 1016](#) on May 13, 2021 establishing Juneteenth as a state legal holiday in 2022; and United States President Joe Biden signed the Juneteenth National Independence Day Act into Law on June 17, 2021 to immediately establish Juneteenth as a federal legal holiday.

Pursuant to [RCW 1.16.050](#), employees of the state and local government are entitled to a paid holiday on state legal holidays. Consequently, City Council approval of Ordinance 21C-24 will amend the Mercer Island City Code 2.08.020(A) to add Juneteenth as an official City holiday effective in 2022.

**NEXT STEPS**

During the previous two years, One MI, a community group focused on equity and the advancement of cultural competency, partnered with the City to provide an installation recognizing Juneteenth. This recognition came in the form of an artistic installation at Mercedale Park respectively titled “Say Their Names” and “What Freedom Means to Me.” The installation featured posters and murals created by community members.

In June 2022, the City will again be partnering with One MI and other community groups to coordinate a community event recognizing the historical significance of the Juneteenth holiday. This is anticipated to be an annual event.

The City is also engaged in discussions with One MI and other community partners on a collaboration to host community conversations on diversity, equity, and inclusion in 2022. The proposal is in final review and will be presented to the City Council for funding consideration before the end of the year.

**RECOMMENDED ACTION**

Set Ordinance No. 21C-24 for a second reading and adoption on the October 19, 2021, Consent Agenda or soon thereafter.

**CITY OF MERCER ISLAND  
ORDINANCE NO. 21C-24**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,  
AMENDING MICC 2.08.020(A) TO ADD JUNETEENTH AS A LEGAL HOLIDAY  
OF THE CITY PURSUANT TO SUBSTITUTE HOUSE BILL 1016; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Juneteenth is the oldest recognized celebration observing the freedom of African Americans from slavery in the United States; and

**WHEREAS**, the Emancipation Proclamation was issued on September 22, 1862, with an effective date of January 1, 1863, but it had minimal immediate effect on the majority of enslaved people who remained in captivity by slave owners; and

**WHEREAS**, on June 19, 1865, federal Union troops arrived in Confederate-controlled Texas to take possession of the state and to enforce the emancipation of enslaved people throughout the state; and

**WHEREAS**, two years, five months, and eighteen days after President Abraham Lincoln signed the Emancipation Proclamation, the last of those enslaved within the borders of the United States were freed; and

**WHEREAS**, the word “Juneteenth” became the name for the joyous celebration of freedom from slavery as a result of the words “June Nineteenth” combined together in speech; and

**WHEREAS**, Juneteenth has been established as a federal holiday commemorating the end of slavery; and

**WHEREAS**, Juneteenth has also been established as a state legal holiday beginning in 2022; and

**WHEREAS**, employees of the state and its political subdivisions are entitled to a paid holiday on state legal holidays; and

**WHEREAS**, the City Council desires to amend the Mercer Island City Code to establish Juneteenth as a legal holiday of the City; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON DO ORDAIN AS FOLLOWS:

**Section 1:** **Amended MICC 2.08.020(A).** Subsection (A) to MICC 2.08.020 is hereby amended as follows:

**2.08.020 Hours of business and holidays.**

A. Unless otherwise specified by the city manager, City Hall shall be open for the transaction of business Monday through Friday during the hours of 8:30 am to 5 pm with the exception of the following legal holidays:

1. New Years’ Day;

- 2. Martin Luther King, Jr.'s Birthday;
- 3. Presidents' Day;
- 4. Memorial Day;
- 5. Juneteenth (beginning in 2022);
- 6. ~~5.~~ Independence Day;
- 7. ~~6.~~ Labor Day;
- 8. ~~7.~~ Veterans' Day;
- 9. ~~8.~~ Thanksgiving Day;
- 10. ~~9.~~ Day after Thanksgiving Day;
- 11. ~~10.~~ Christmas Day;
- 12. ~~11.~~ One additional holiday as designated by the city manager each year.

**Section 2: Severability.** If any section, sentence, clause or phrase of this Ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this Ordinance or the amended code section.

**Section 3: Publication and Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after the date of publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS REGULAR MEETING ON OCTOBER 19, 2021.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Benson Wong, Mayor

Approved as to Form:

ATTEST:

\_\_\_\_\_  
Bio Park, City Attorney

\_\_\_\_\_  
Deborah A. Estrada, City Clerk

Date of Publication: \_\_\_\_\_



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5939**  
**October 5, 2021**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5939: Second Reading of Ordinance No. 21C-18 Amending Chapter 7.04 MICC – Animal Code.	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Adopt Ordinance No. 21C-18.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Police	
<b>STAFF:</b>	Bio Park, City Attorney Ed Holmes, Police Chief Mike Seifert, Commander Eileen Keiffer, Special Counsel	
<b>COUNCIL LIAISON:</b>	n/a	n/a
<b>EXHIBITS:</b>	1. Ordinance No. 21C-18 (Proposed)	
<b>CITY COUNCIL PRIORITY:</b>	n/a	

### SUMMARY

This is a second reading of Ordinance No. 21C-18, amending chapter 7.04 of the Mercer Island City Code (MICC), regulating animals. The first reading of the ordinance occurred on August 31, 2021 (see [AB 5921](#)).

Pursuant to direction from the City Council at first reading, staff made the following changes to the proposed ordinance:

- MICC 7.04.110(A) – removed the terms “trained seeing eye dog” and “any dog which is trained to aid the disabled” with the more inclusive and precise term of “service animals as defined in RCW 49.60.040”
- MICC 7.04.020 – included and incorporated definitions from chapter 16.08 RCW for ease of use, including a definition of “Animal Control Authority.”
- MICC 7.04.120(A)(1) – removed the term “citizen” and replaced it with the term “person”
- MICC 7.04.130(C) – provides the dangerous dog registration fee shall be \$250 for the year 2021 and thereafter in an amount set by the City Council within the City’s Fee Schedule
- Throughout – capitalized the term “Hearing Examiner” for consistency
- MICC 7.04.125 – proposes a new section establishing a mechanism by which a dog owner can request review of a Potentially Dangerous Dog declaration if the dog has committed no new offenses within the two years of the Potentially Dangerous Dog Declaration



- MICC 7.04.120(A) – clarifies the types of evidence that may be used and/or combined to support a declaration to support a finding that a dog is a Potentially Dangerous Dog, including, but not limited to: medical reports and photographs of injuries caused by the dog
- MICC 7.04.235(H) – clarifies that among the defense of the dog afforded to an Owner in an appeal hearing of a Potentially Dangerous or Dangerous Dog declaration, a dog owner may present either lay or expert testimony in defense of the dog, and that the dog owner can also offer documentation in defense of the dog

## **RECOMMENDED ACTION**

Adopt Ordinance No. 21C-18, amending Chapter 7.04 of the Mercer Island City Code – Animal Code.

CITY OF MERCER ISLAND  
ORDINANCE NO. 21C-18

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, AMENDING CHAPTER 7.04 MERCER ISLAND CITY CODE, RELATING TO ANIMALS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to chapter 16.08 RCW, the City of Mercer Island (City) is authorized to regulate potentially dangerous dogs, dangerous dogs, and appeals of decisions by the City relating to potentially dangerous dogs and dangerous dogs; and

**WHEREAS**, current City code, chapter 7.04 MICC (Animal Code), lacks provisions for determining that an animal is a potentially dangerous dog, clarity on requirements for owners of dangerous dogs, and a method for appeals of decisions by the City relating to potentially dangerous dogs and dangerous dogs; and

**WHEREAS**, the City Council hereby finds that amendments to chapter 7.04 MICC are necessary to bring City code into compliance with state law and to preserve the public peace, health, safety, and welfare; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1. Amendment of Chapter 7.04 MICC, Animal Code.** Chapter 7.04 MICC, Animal Code, is hereby amended in the form provided in the attached Exhibit A, which is incorporated herein by reference.

**Section 2. Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property, or circumstance, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this Ordinance or its application to any other person, property, or circumstance.

**Section 3. Publication and Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after the date of publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS REGULAR MEETING ON \_\_\_\_\_, 2021.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Benson Wong, Mayor

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Deborah A. Estrada, City Clerk

\_\_\_\_\_  
Bio Park, City Attorney

Date of publication:

**Exhibit A**  
**Chapter 7.04 MICC – ANIMAL CODE**

**Sections:**

**7.04.005 Short title.**

**7.04.010 Purpose.**

**7.04.020 Definitions.**

**7.04.030 Annual license required – Tag.**

**7.04.040 Application for license – Fees.**

**7.04.050 Special permanent license – Purchase by residents 65 years of age or older.**

**7.04.060 Late penalty.**

**7.04.070 Dog collar – Shape and size of license tag – Removal of tag.**

**7.04.080 Lost tag – Replacement fee.**

**7.04.090 Change in ownership – Fee.**

**7.04.100 License refund.**

**7.04.110 Unlawful conduct – Owner responsible for violations.**

**7.04.115 Determination of off-leash areas.**

**7.04.120 Potentially Dangerous Dogs**

**7.04.130 Dangerous Dogs**

**7.04.140 Confiscation of Dangerous Dogs**

**7.04.210 Confinement of biting animal.**

**7.04.220 Enforcement power.**

**7.04.230 Violation – Penalty.**

**7.04.235 Appeals of Potentially Dangerous Dog Declarations or Dangerous Dog Declarations**

**7.04.240 RCW Title 16, Animals and Livestock.**

**7.04.005 Short title.**

This chapter may be known and cited as the “Mercer Island animal code.”

**7.04.010 Purpose.**

This chapter is enacted for the purpose of regulating the keeping of animals within the city. The fees, charges and penalties collected under this chapter shall be budgeted to defray, in whole or in part, the expense of such regulation.

#### **7.04.020 Definitions.**

In construing the provisions of this chapter, except where otherwise plainly declared or clearly apparent from the context, words used shall be given their common and ordinary meaning; in addition, the following definitions shall apply:

1. "Animal" includes any living creature except man.
2. "Animal control authority" means the King County animal control division, department of general services, as agent of the city, the City of Mercer Island, or any other duly authorized agent of the city, acting alone or in concert with other municipalities for enforcement of the animal control laws of the city and state and for the shelter and welfare of animals.
3. "Animal control officer" means any individual employed by, contracted with, or appointed by the city for the purpose of aiding in the enforcement of this chapter or any other law or ordinance relating to the licensing of animals, control of animals or seizure and impoundment of animals, and includes any state or municipal police officer, sheriff, constable or other employee whose duties, in whole or in part, include assignments which involve the seizure and taking into custody of any animal.
4. "At large" or "running at large" means to be off the premises of the owner and not under the control of the owner or of a competent person authorized by the owner, whether by leash or otherwise; but an animal within an automobile or other vehicle of its owner shall be deemed to be upon the owner's premises.
5. "Associated school facilities" means any property or facility associated with the instruction of children or people under college age that is purchased, constructed or owned by, on behalf of, or for the use of any public entity.
6. "Barking dog" means any dog which, by habitual howling, yelping or barking annoys, injures or endangers the comfort, repose, health or safety of others in a neighborhood or public place.
7. "Dangerous Dog" means any dog that:
  - a. inflicts severe injury on a human being without provocation on public or private property.
  - b. kills a domestic animal without provocation while the dog is off the owner's property.  
or
  - c. has been previously found to be potentially dangerous because of injury inflicted on a human, the owner having received notice of such and the dog again aggressively bites, attacks, or endangers the safety of humans.
- ~~8-7.~~ "Depredatory animal" means any animal of either sex whose actions or habits customarily defile, despoil or damage property of persons other than its owner.
- ~~9-8.~~ "Dog" means an animal of the species Canis familiaris, including both male and female, altered or unaltered.

109. “Domestic animal” means but is not limited to, any dog, cat, rabbit, horse, mule, ass, bovine animal, lamb, goat, sheep, hog, or other animal made to be domestic.

1140. “Grooming parlor” means any place or establishment, public or private, where animals are bathed, clipped or combed for a consideration, for the purpose of enhancing their aesthetic value.

1244. Harboring. The occupant of any premises on which an animal remains or to which it customarily returns daily for food and care for a period of 10 days is presumed to be “harboring” or “keeping” the animal within the meaning of this title.

1342. “Hobby kennel” means a noncommercial kennel at, or adjoining, a private residence where four or more adult dogs or four or more adult cats are bred and/or kept for hunting, training, exhibition for organized shows, field, working and/or obedience trials, or for enjoyment of the species. An adult dog or cat is one of either sex, altered or unaltered, that has reached the age of four months.

1443. “Kennel” means a place where four or more adult dogs or four or more adult cats or any combination thereof are kept whether by owners of the dogs and cats or by persons providing facilities and care whether or not for compensation, but not including a small animal hospital or clinic or pet shop. An adult dog or cat is one of either sex, altered or unaltered, that has reached the age of four months.

1544. “Leash” means a cord, thong or chain, not more than eight feet in length by which an animal is controlled by the person accompanying it.

1645. “License,” when not preceded by the word “kennel” or “hobby kennel,” means the dog license issued by or on behalf of the city under this chapter.

1746. “Officer or official” means any police officer or any officer, official person or persons designated by the city manager or by ordinance of this city to issue licenses, pick up, restrain, impound, sell, dispose or give notice of any other acts, duties or functions prescribed by ordinance of the city relating to the animals regulated in this chapter.

1847. “Off-leash area” means those areas located in public park properties, as designated by sign, where dogs are allowed to be off-leash, but under control.

1948. “Owner” means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having control or custody of an animal. ~~having an interest in or right to possession of an animal or any person having control, custody or possession of an animal or who by reason of the animal being seen residing consistently at a location shall be presumed to be the owner or keeper.~~

2049. “Pack of dogs” consists of a group of three or more dogs running upon either public or private property not that of the dogs’ owner in a state in which either control of the dog or its ownership is in doubt and when such dogs are not under control.

2120. “Pet shop” means any establishment or place where live animals, birds or fish and/or supplies are kept and offered for sale to the public.

2224. “Playground” means a portion of a public park property containing play structures or components designed and constructed for children that includes the ground level area beneath

and immediately adjacent to a play structure or equipment. The boundaries of the playground shall be determined by the edge of all impervious surfaces or landscaping bordering the playground area.

23. "Potentially dangerous dog" means any dog that when unprovoked: (a) Inflicts bites on a human or a domestic animal either on public or private property, or (b) chases or approaches a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack, or any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury, or to cause injury or otherwise to threaten the safety of humans or domestic animals.

24. "Proper Enclosure of a Dangerous Dog" means, while on the Owner's property, a Dangerous Dog shall be securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent the entry of young children and designed to prevent the animal from escaping. Such pen or structure shall have secure sides and a secure top, and shall also provide protections from the elements for the dog.

2522. "Public emergency" means any situation resulting from conditions of war, insurrection, contagious diseases or other circumstances which, in the opinion of the police chief and/or fire chief, warrants the restraint and confinement of animals within the premises of the owner or keeper.

2623. "Public park property" means a property, including trails, forests, parks, facilities or open space areas purchased, constructed or owned by, on behalf of, or for the use of a public entity.

2724. "Public school ground" means any property purchased, constructed or owned by, on behalf of, or for the use of a public entity associated with the instruction of children or people under college age.

2825. "Public swimming area" means any body of water or portion of the body of water designated and signed for swimming, diving or recreational bathing, not contained in a structure, chamber or tank. This includes lakes, ponds, and streams, and similar outdoor facilities which are partially natural in character, together with buildings, equipment and appurtenances pertaining thereto, regardless of whether a fee is charged for the use.

2926. Restraint. An animal is considered to be under "restraint" if it is confined within the property limits of its owner by a suitable fence or securely fixed object.

30. "Severe Injury" means any physical injury that results in broken bones or disfiguring lacerations requiring multiple sutures or cosmetic surgery.

3127. "Shelter" means a facility which is used to house or contain stray, homeless, abandoned or unwanted animals and which is owned, operated or maintained by a public body, an established humane society, animal welfare society, society for the prevention of cruelty to animals or other nonprofit organization devoted to the welfare, protection and humane treatment of animals.

3228. "Spayed female" means a female dog which has been altered by a licensed veterinarian to avoid or prevent conception. Proof of such alteration must be evidenced by the certificate of a licensed veterinarian.

3329. “Synthetic turf” means any manufactured surface used to cover a field, playground, or other recreational facility.

3430. “Sports field or sports court” means a portion of public land where a play surface is designed or prepared for practicing or playing a game, including but not limited to soccer fields, baseball fields, football fields, tennis courts or basketball courts.

3534. “Under control” means the animal is on a leash or under voice and/or signal control so as to be thereby restrained from approaching any bystander or other animal or from causing or being the cause of physical or property damage when off a leash or off the premises of the owner. The animal is not under control if it charges, chases, jumps on, or displays aggression toward other people or animals, or behaves in a way that any reasonable person would find disturbing.

3632. “Under voice and/or signal control” means the immediate recall of an animal to the person in control of the animal when signaled or called. To be under effective voice and/or signal control, the animal must be within the sight of the person in control.

3733. “Veterinary hospital” includes any establishment maintained and operated by a licensed veterinarian for the diagnosis, treatment and care of diseased or injured animals and for their care and training.

#### **7.04.030 Annual license required – Tag.**

Except as provided in MICC 7.04.070, it is unlawful to keep or harbor a dog over four months of age within the city unless an animal license is procured for the animal annually from the city or the city’s authorized agent. The provisions of this section shall not apply to dogs whose owners are nonresidents, temporarily within the city for a period not exceeding 30 days, nor to dogs kept in duly licensed kennels during the period they are kept at such kennel, nor to dogs in the custody of a veterinarian.

#### **7.04.040 Application for license – Fees.**

Dog licenses shall be issued by the animal control authority upon application and payment of an annual license fee in the sum stipulated by the county ordinance currently in effect during the applicable contract year. Applications for a dog license shall be on forms provided by the animal control authority. The application shall list the name, address and phone number of the owner of the animal and such information shall be kept by the licensing official together with the number of the license issued.

#### **7.04.050 Special permanent license – Purchase by residents 65 years of age or older.**

City residents 65 years of age or older shall be entitled to purchase a special permanent license for the lifetime of the dogs for which they are the registered owner when the animals are maintained at the owners’ residence. Eligible residents may purchase the special permanent animal licenses at the price stipulated by the county ordinance currently in effect during the applicable contract year for each licensed dog, and they shall not be required to annually purchase a new license for the lifetime of such licensed animals; provided, that no person shall be granted more than three permanent animal licenses for any combination of three dogs for which they are the registered owner; provided further, that any permanent license issued under this section shall terminate at any time the person issued such license ceases to be the owner



of the licensed dog; and provided further, that the animal control authority is authorized to enact the necessary rules and procedures to efficiently implement the program.

#### **7.04.060 Late penalty.**

In addition to the appropriate license fee, a late penalty shall be charged to each owner who does not obtain a required license in the sum stipulated by the county ordinance currently in effect during the applicable contract year; however, no late penalty shall be charged if:

- A. The owner submits proof of purchase of the animal within the preceding 30 days; or
- B. The owner has moved into the city within the preceding 30 days; or
- C. The animal had been under the age which requires a license (four months); or
- D. The owner purchases the license(s) voluntarily, prior to in-person or field contact by animal control personnel; or
- E. The owner submits other proof deemed acceptable in the rules and regulations of the animal control division.

#### **7.04.070 Dog collar – Shape and size of license tag – Removal of tag.**

Upon payment of the license fee, the animal control authority shall issue to the owner a tag for each dog so licensed. Each licensed dog shall be provided by the owner with a suitable collar or harness which shall be worn by the animal at all times when it is off the owner's premises. To such collar or harness shall be affixed a license tag provided by the animal control authority for the current year for which a license has been procured; provided, that a collar and license tag need not be worn by a show dog when under the control of its handler at an authorized show. Such license tag shall be so affixed as to hang and be discernible to a person of normal vision at not less than 10 feet. The license tag shall be stamped with the number and year for which it is issued. As an alternative to a license tag, at the option of the owner, a dog may be identified as licensed by being tattooed on its right ear or on its inside right thigh or groin with a license number approved or issued by the city animal control authority.

#### **7.04.080 Lost tag – Replacement fee.**

Any owner of a licensed dog whose current license tag has been lost or destroyed may obtain a replacement tag, prior to impounding of such dog, by payment of a fee established by the animal control authority.

#### **7.04.090 Change in ownership – Fee.**

Whenever the ownership of a dog changes, the new owner shall notify the licensing official and pay to the official a sum equal to 50 percent of the annual fee, whereupon the licensing official shall change the record accordingly for such dog and the previously issued license for such dog shall remain valid for the remainder of the year; provided, that license tags may be transferred by the owner from one dog to another owned by him if the dog for which the license was originally issued is dead, has been sold or otherwise disposed of.

#### **7.04.100 License refund.**

No refund shall be made on any dog license fee because of the death of the animal or the owner's departure from the city prior to the expiration of the license period.

**7.04.110 Unlawful conduct – Owner responsible for violations.**

The owner of an animal is responsible for, and may be charged with and held liable for, violations committed by his or her animal. It is unlawful as follows:

A. For a domestic animal, with the exception of cats and service animals as defined in RCW 49.60.040, to enter or remain upon:

1. Any public school ground, or associated school facilities,
2. Any playground,
3. Any sports court,
4. Any sports field with a synthetic turf surface,
5. Any sports field without a synthetic turf surface when practices, games, or other organized activities are in progress; otherwise, an animal must be under control when at the sports field,
6. From May 1 to September 30, any public swimming area as designated by sign,
7. From October 1 to April 30, any public swimming area as designated by sign, except when on a leash,
8. The northeast quadrant of Pioneer Park, Deane's Children's Park ("Dragon Park") or Luther Burbank park property unless such animal is restrained by a leash or in a designated off-leash area on Luther Burbank park property, or
9. Any other public park property not referred to in subsections (A)(1) through (8) of this section, unless such animal is under control.

Any animal which enters or remains upon any such public property contrary to these provisions is declared to be a public nuisance and may be impounded as such; provided, that the provisions of this section shall not apply to any controlled dog show, trial or class held on any public park property pursuant to authority granted by the city parks and recreation director, any service animals as defined in RCW 49.60.040~~trained seeing eye dog, any dog which is trained to aid the disabled,~~ animal shows, exhibitions or dog training classes;

B. For any animal to enter any place where food is stored, prepared, served or sold to the public, or any other public building or hall. This section shall not apply to a trained seeing eye dog, any dog which is trained to aid the disabled, to veterinary offices or hospitals, to animal shows, exhibitions or organized dog training classes where at least 24 hours' advance notice has been given to the animal control authority by such persons requesting to hold such animal shows, exhibitions or dog training classes;

C. For a female dog to run at large while in heat (estrus);

D. For a domestic animal, with the exception of cats, to roam, run, stray or to be away from the premises of the owner and to be on any other public place or on any other public property or the private property of another in the city, unless such animal while away from such premises is

under control or restrained by leash, such control to be exercised by the owner or other competent and authorized person; and any such animal found roaming, running, straying or being away from the premises of the owner and not under control as herein provided may be impounded subject to redemption in the manner provided by this chapter. The owner of any licensed dog found roaming, running, straying, or being away from such premises contrary to the provisions of this subsection shall, in lieu of the dog being impounded, be issued an infraction for a violation of this chapter;

E. For any domestic animal to chase, run after or jump at vehicles using the public streets and alleys;

F. To harbor or permit on one's own property, property of another or a public place a barking dog after having received notice, written or oral, by the animal control officer or the city that a complaint, written or oral, has been made against such barking dog;

G. To keep, harbor or maintain animals known to have a contagious disease unless under the treatment of a licensed veterinarian;

H. For cattle, horses, goats, swine or sheep to escape from the premises owned, leased or occupied by the owner or custodian of such animals, or for such animals to run at large onto the streets, sidewalks or ways of the city or upon any property not owned, leased or occupied by such person;

I. To stake out or tether cattle, horses, or goats upon public property of the city or upon the property of any person other than the owner of such animals without the prior consent of the owner, lessee or occupant of the land upon which such animals are staked or tethered;

J. For a domestic animal to defecate on any public property or private property not owned by the owner unless the owner or person in control of said domestic animal immediately removes the deposited fecal matter from said property;

K. For a person to have more than two animals under control on any public property.

#### **7.04.115 Determination of off-leash areas.**

The city council will determine off-leash areas.

#### **7.04.120 Potentially Dangerous Dogs.**

A. Declaration of a Dog as Potentially Dangerous. The Animal Control Authority may declare a dog to be a Potentially Dangerous Dog, and place restrictions on such dog, if the Animal Control Authority has probable cause to believe that the dog falls within the definition of Potentially Dangerous Dog set forth in RCW 16.08.070 (or as hereafter amended). Such declaration must be based upon the following types of evidence, any amount or combination of which results in probable cause:

1. A declaration of a person that the animal has acted in a manner which causes it to fall within the definition of "Potentially Dangerous Dog;"
2. Animal bite report(s) filed with the Animal Control Authority;
3. Action(s) of the animal witnessed by any employee of the Animal Control Authority or law enforcement officer; or

4. Other substantial evidence, such as photographs of injuries caused by the animal, medical reports, etc.

B. The notice of written declaration shall be in writing and served on the Owner in one of the following methods: Certified and regular mail to the owner's last known address and/or personal service. The declaration shall include, but is not limited to:

1. A description of the dog;
2. The name and address of the Owner of the dog, if known;
3. The whereabouts of the dog if not in custody of the Owner;
4. A brief summary of the facts upon which the declaration is based, if known, including the definition of Potentially Dangerous Dog under which the declaration is being made and all reasons for which the Animal Control Authority considers the animal to be a Potentially Dangerous Dog;
5. The statutory and municipal code basis for the proposed action;
6. A statement that the dog is subject to the restrictions or controls placed on the animal or Owner as a result of the declaration; and
7. The ability and process for appealing the declaration by submitting a written request to the Animal Control Authority.

C. Appeal. Appeals of Potentially Dangerous Dog declarations shall be heard by the City of Mercer Island Hearing Examiner and conducted in accordance with MICC 7.04.235.

D. Exclusions. A dog shall not be declared a Potentially Dangerous Dog if the Animal Control Authority or Hearing Examiner determines that the threat, injury, or damage alleged to have been committed by the dog was sustained by a person who was at the time committing a willful trespass or other tort upon the premises occupied by the Owner of the dog, or who was tormenting, abusing, or assaulting the dog, or who has in the past been observed or reported to have tormented, abused, or assaulted the dog, or who was committing or attempting to commit a crime. Further, this Section 7.04.120 shall not apply to police dogs as defined in RCW 4.24.410.

E. Restraint. Notwithstanding any other provisions of this Chapter, it is unlawful for an Owner of a Potentially Dangerous Dog to permit the dog to be allowed or permitted to run free and physically unrestrained or off leash or not otherwise under physical restraint, unless within a fenced yard or similar restraint reasonably designed to prevent the dog from running free and physically unrestrained. It is provided, however, that the top of such fence shall be at least six feet in height as measured from the ground level, unless there is a secured top – full enclosure – to the fenced-in area; and it is further provided, that such fence or enclosure area shall comply with all applicable city codes. For purposes of this section, a dog solely under voice and/or signal control shall be considered to be “physically unrestrained.” Any person who violates this section shall be guilty of a misdemeanor.

F. The Owner of a Potentially Dangerous Dog is responsible for taking measures to ensure that the dog does not escape the above restraints.

#### **7.04.125 Review of Potentially Dangerous Dog Designation.**

A. If, after twenty-four (24) months of the Animal Control Officer declaring an animal a Potentially Dangerous Dog (provided such declaration is not overturned by the Hearing Examiner or a reviewing court), no violations of this chapter or RCW Ch. 16.08 have occurred,

the Owner of a Potentially Dangerous Dog may request review of the Potentially Dangerous Dog designation. The request shall be made in writing and submitted to the Animal Control Authority.

B. Review and notification to the Owner of the outcome of the request shall be made within thirty (30) days of the City's receipt of the written request. The determination by the Animal Control Authority pursuant to this section shall be final decision of the city.

C. Reclassification of a Potentially Dangerous Dog pursuant to this section means that the dog will no longer be considered a Potentially Dangerous Dog by the City of Mercer Island pursuant to this Chapter, unless the dog is again declared to be a Potentially Dangerous Dog as set forth in this Chapter.

#### **7.04.130 Dangerous Dogs**

A. This Section 7.04.130 is supplemental to the provisions of RCW 16.08.080 and 16.08.090 (or as may be hereafter amended).

B. Should the Animal Control Authority issue a final determination that a dog is a Dangerous Dog, the Owner may appeal the Animal Control Authority's determination. Appeals of Dangerous Dog determinations shall be heard by the City of Mercer Island Hearing Examiner and conducted in accordance with MICC 7.04.235.

C. In addition to other licensing fees as provided within this Chapter, the Owner of a Dangerous Dog shall pay to the City a Dangerous Dog registration fee in the amount of \$250.00 for calendar year 2021 and for subsequent years, starting in 2022, the registration fee shall be in an amount as set by the City Council in the City fee schedule. Further, the Owner of a Dangerous Dog shall comply with the City's Dangerous Dog registration procedures, including providing the City with a photograph of the Dangerous Dog each year. Such photograph(s) shall show the dog's coloring and body shape.

#### **7.04.140 Confiscation of Dangerous Dogs**

A. This Section 7.04.140 is supplemental to the provisions of RCW 16.08.100 (or as may be hereafter amended).

B. A Dangerous Dog impounded in violation of Dangerous Dog requirements shall not be released during investigation of or prosecution due to failure to comply with Dangerous Dog requirements. Any person convicted of failing to comply with Dangerous Dog requirements shall make restitution to the City for all costs incurred in boarding and disposition of such dog and shall forfeit any interest in such dog.

#### **7.04.210 Confinement of biting animal.**

It is unlawful for the owner of any animal, when notified that such animal has bitten any person or has so injured any person as to cause an abrasion of the skin, to sell or give away such animal or permit to allow such animal to be taken beyond the limits of the city except to a veterinary hospital, and it shall be the duty of such owner upon receiving notice of such biting to immediately place such animal in a duly licensed veterinary hospital where such animal shall be confined for a period of at least 10 days or to deliver such animal to any officer for such placement; provided, upon authorization of a licensed veterinarian with the consent of the city authorized health officer, such animal may be released to the custody of its owner upon the

owner's undertaking to keep the same securely chained and confined to the premises of the owner and segregated from any other animals during such observation period.

#### **7.04.220 Enforcement power.**

A. The county animal control authority, as agent of the city, or any other duly authorized agent of the city acting alone or in concert with other municipalities, is authorized to take such lawful action as may be required to enforce the provisions of this chapter and the laws of the state as they pertain to animal cruelty, shelter, welfare and enforcement.

B. The officer or official shall not enter a building designated for use for private purposes unless a proper warrant has first been issued upon a showing that the officer or official has reasonable cause to believe an animal is being maintained in the building in violation of this chapter.

C. The officer or official, while pursuing or observing any animal in violation of this title, may enter upon any public or private property, except any building designated for and used for private purposes, for the purpose of abating the animal violation being pursued or observed.

D. No person shall deny, prevent, obstruct, or attempt to deny or prevent or obstruct an officer from pursuing any animal observed to be in violation of this title. Further, no person shall fail or neglect, after a proper warrant has been presented, to promptly permit the officer or official to enter private property to perform any duty imposed by this chapter.

#### **7.04.230 Violation – Penalty.**

Any person who violates, or whose animal violates, any provision of this chapter may be issued a civil infraction, as authorized by Chapter 7.80 RCW, unless otherwise specified by this Chapter. Each separate day of noncompliance with this chapter shall be deemed a separate violation of this chapter and subject to a separate notice of civil infraction. The city manager will be authorized to set a fine not to exceed \$250 for each violation. A notice of infraction issued under this section shall comply with the requirements of RCW 7.80.070 and represents a determination that a civil infraction has been committed. This determination is final unless the person seeks a contested or mitigated hearing pursuant to RCW 7.80.080.

#### **7.04.235 Appeals of Potentially Dangerous Dog Declarations or Dangerous Dog Declarations**

A. Filing. A notice of appeal, substantially in the form prescribed, shall be filed with the Animal Control Authority within twenty (20) days of receiving a Potentially Dangerous Dog Declaration or final Dangerous Dog determination (notices that are mailed will be presumed to have been delivered three days after placing the notice in the mail for delivery). No fee is required to file a notice of appeal under this section 7.04.235. If the Owner does not file a timely written request for hearing, the restrictions imposed in connection with the Potentially Dangerous Dog Declaration or final Dangerous Dog determination shall remain in effect for the life of the animal, unless sooner lifted by action of the Animal Control Authority or a court of competent jurisdiction.

B. Form. An appeal pursuant to this section shall be written and shall conform substantially to the following requirements:

1. A caption reading: "Appeal of \_\_\_\_\_," giving the names of all appellants participating in the appeal;

2. A brief statement setting forth the legal interest of each of the appellants;

3. A brief statement of the specific action appealed, together with any material facts claimed to support the contentions of the appellant(s);

4. A brief statement of the relief sought, and the reasons why the Potentially Dangerous Dog Declaration or final Dangerous Dog determination should be reversed, modified, or otherwise set aside;

5. Signatures of all parties named as appellants, and their official mailing addresses; and

6. Certification (by signature of the appellant(s)) that to the best of the appellant(s)' knowledge, information, and belief, the appeal is well grounded in fact.

C. Scheduling of Hearing. Upon receipt of a timely filed notice of appeal, a hearing shall be scheduled not more than 60 days from the date of the filing of the notice of appeal. The Hearing Examiner shall send written notice of the date of the hearing to the appellant(s) and the Animal Control Authority at least 20 days prior to the scheduled hearing date. It shall be the responsibility of the parties to notify witnesses of the hearing date. The failure of the appellant(s) to appear at the hearing shall result in a denial of the appeal and upholding of the Potentially Dangerous Dog Declaration or final Dangerous Dog determination.

D. Enforcement Stayed During Pendency of Appeal. Unless otherwise determined by the Hearing Examiner, enforcement of the Potentially Dangerous Dog Declaration or final Dangerous Dog determination shall be stayed during the pendency of the appeal.

E. Duties of the Hearing Examiner. The Hearing Examiner may uphold, dismiss, or modify the Potentially Dangerous Dog Declaration or final Dangerous Dog determination. A written order shall be prepared and signed by the Hearing Examiner.

F. Presentation of Evidence. At the appeal hearing, the Hearing Examiner shall take evidence relevant to the appeal. Testimony may be provided in the form of signed written statements pursuant to RCW 9A.72.085. Further, the Hearing Examiner shall have the authority to issue subpoenas and subpoenas duces tecum.

G. Burden of Proof and Standard of Review. At the appeal hearing before the Hearing Examiner, the Animal Control Authority shall have the burden of proving that the dog is a Potentially Dangerous Dog or Dangerous Dog by a preponderance of the evidence.

H. Hearing. The Owner of the dog may present evidence in defense of the dog, including but not limited to: documentation and/or witnesses (both lay and expert) to present testimony in defense of the dog. The parties may conduct cross examination of witnesses. The Hearing Examiner shall weigh the evidence presented by both the Animal Control Authority and the Owner (if applicable), and shall issue a written decision that sustains, modifies, or reverses the Animal Control Authority's determination or declaration. If the Potentially Dangerous Dog Declaration or

final Dangerous Dog determination is reversed or modified and an appeal is not timely filed by the Animal Control Authority, any previously imposed restrictions on the dog shall be annulled.

I. Decision Final. The Hearing Examiner's decision shall be the City's final decision and no reconsideration or appeal is available through either the Hearing Examiner or the City.

#### **7.04.240 RCW Title 16, Animals and Livestock.**

The following statutes of RCW Title 16, Animals and Livestock, are adopted, by reference as now existing or hereafter amended, as follows:

RCW

~~16.08.070 — Dangerous dogs and related definitions.~~

16.08.080 Dangerous dogs – Notice to owners – Right of appeal – Certificate of registration required – Surety bond – Liability insurance – Restrictions.

16.08.090 Dangerous dogs – Requirements for restraint – Potentially dangerous dogs – Dogs not declared dangerous.

16.08.100 Dangerous dogs – Confiscation – Conditions – Duties of animal control authority – Penalties and affirmative defenses for owners of dogs that attack — ~~Dog fights, penalty.~~

16.52.011 Definitions – Principles of liability.

16.52.015 Enforcement – Law enforcement agencies and animal care and control agencies.

16.52.020 Humane societies – Enforcement authority.

16.52.025 Humane societies – Animal control officers.

16.52.080 Transporting or confining in unsafe manner – Penalty.

16.52.085 Removal of animals for feeding – Examination – Notice – Euthanasia.

16.52.090 Docking horses – Misdemeanor.

16.52.095 Cutting ears – Misdemeanor.

16.52.100 Confinement without food and water – Intervention by others.

16.52.110 Old or diseased animals at large.

16.52.117 Animal fighting – Prohibited behavior – Class C felony – Exceptions.

16.52.165 Punishment – Conviction of misdemeanor.

16.52.180 Limitations on application of chapter.

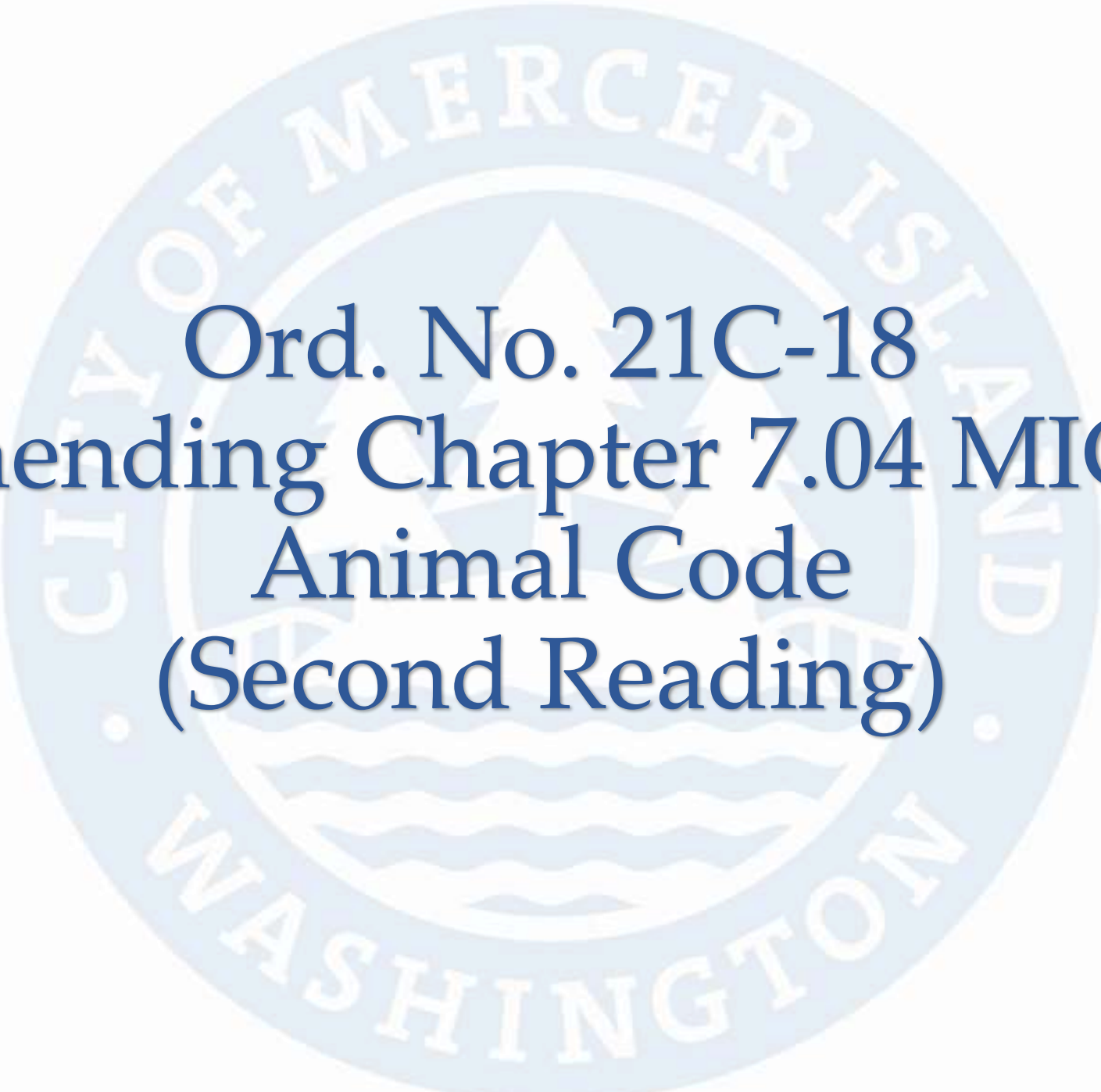
16.52.185 Exclusions from chapter.

16.52.190 Poisoning animals – Penalty.

16.52.193 Poisoning animals – Strychnine sales – Records – Report on suspected purchases.



- 16.52.200 Sentences – Forfeiture of animals – Liability for costs – Civil penalty – Education, counseling.
- 16.52.205 Animal cruelty in the first degree.
- 16.52.207 Animal cruelty in the second degree.
- 16.52.210 Destruction of animal by law enforcement officer – Immunity from liability.
- 16.52.220 Transfers of mammals for research – Certification requirements – Pet animals.
- 16.52.225 Nonambulatory livestock – Transporting or accepting delivery – Gross misdemeanor – Definition.
- 16.52.230 Remedies not impaired.
- 16.52.300 Dogs or cats used as bait – Seizure – Limitation.
- 16.52.305 Unlawful use of hook – Gross misdemeanor.
- 16.54.010 When deemed abandoned.
- 16.54.020 Disposition of abandoned animal by person having custody.



Ord. No. 21C-18  
Amending Chapter 7.04 MICC-  
Animal Code  
(Second Reading)

# Changes From First Reading - Change 1

- MICC 7.04.110(A):
  - Removed the terms “trained seeing eye dog” and “any dog which is trained to aid the disabled”
  - Replaced with the term “service animals as defined in RCW 49.60.040”



# Changes From First Reading – Change 2

- MICC 7.04.020, Definitions:
  - RCW Ch. 16.08 definitions (such as “Animal Control Authority”) adopted into MICC Chapter 7.04 for ease of reading, rather than simply adopting them by reference



# Changes From First Reading – Change 3

- MICC 7.04.120(A)(1)
  - Removes references to “citizen”
  - Replaces it with “person”



# Changes From First Reading – Change 4

- MICC 7.04.130(C)
  - Provides for a dangerous dog registration fee of \$250 for the year 2021 and thereafter in an amount as set by the City Council in the latest fee schedule



# Changes From First Reading – Change 5

- Throughout
  - Term “Hearing Examiner” capitalized consistently throughout the chapter



# Changes From First Reading – Change 6

- Inactive Potentially Dangerous Dogs
  - New Proposed Section MICC 7.04.125:
    - Provides a mechanism by which an Owner can request review of a Potentially Dangerous Dog after two years of designation if the dog has committed no other offenses





# Changes From First Reading – Change 7

- MICC 7.04.120(A)
  - Clarifies the types of evidence that may be combined to support a declaration in support of a potentially dangerous dog finding, including photographs of injuries caused by the dog, medical reports, etc., so long as the sum of the evidence resulted in probable cause to support the potentially dangerous dog declaration.



# Changes From First Reading – Change 8

- MICC 7.04.235(H)
  - Clarifies that the dog owner can bring in documentation and/or witnesses (both lay and expert) and other evidence in defense of their dog



# Recommended Changes for Adoption

- Revise MICC 7.04.110(B) to be consistent with the revisions to 7.04.110(A):

B. For any animal to enter any place where food is stored, prepared, served or sold to the public, or any other public building or hall. This section shall not apply to a service animal as defined by RCW 49.60.040 ~~trained seeing eye dog, any dog which is trained to aid the disabled,~~ to veterinary offices or hospitals, to animal shows, exhibitions or organized dog training classes where at least 24 hours' advance notice has been given to the animal control authority by such persons requesting to hold such animal shows, exhibitions or dog training classes;



# Recommended Changes for Adoption

- Ensure the term "Owner" is consistently capitalized within the chapter
- Ensure the term "City" is consistently capitalized within the chapter and consistently referenced within the chapter (instead of "City of Mercer Island", etc.)



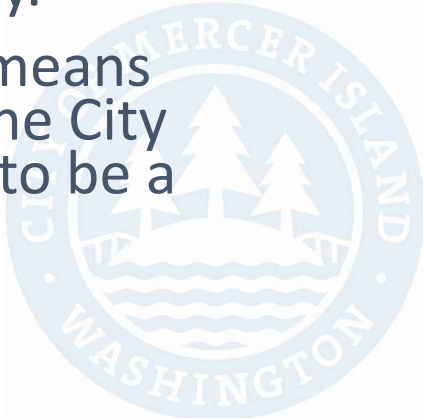
# Recommended Changes for Adoption

- **7.04.125 Review of Potentially Dangerous Dog Designation.**

A. If, after twenty-four (24) months of the Animal Control Officer declaring an animal a Potentially Dangerous Dog (provided such declaration is not overturned by the Hearing Examiner or a reviewing court), no violations of this chapter or RCW Ch. 16.08 have occurred, the Owner of a Potentially Dangerous Dog may request review of the Potentially Dangerous Dog designation. The request shall be made in writing and submitted to the City Clerk~~Animal Control Authority~~.

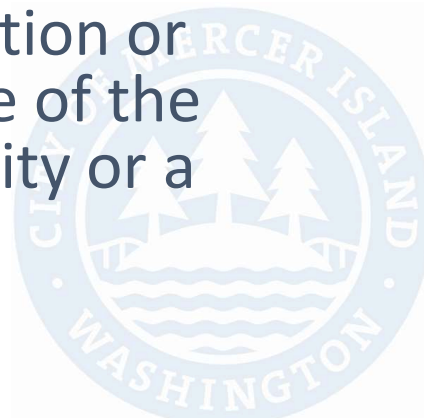
B. Review and notification to the Owner of the outcome of the request shall be made within thirty (30) days of the City's receipt of the written request. The outcome of the request shall be determined ~~determination~~ by the Animal Control Authority pursuant to this section and shall be the final decision of the City.

C. Reclassification of a Potentially Dangerous Dog pursuant to this section means that the dog will no longer be considered a Potentially Dangerous Dog by the City ~~of Mercer Island~~ pursuant to this Chapter, unless the dog is again declared to be a Potentially Dangerous Dog as set forth in this Chapter.



# Recommended Changes for Adoption

- 7.04.235 Appeals of Potentially Dangerous Dog Declarations or Dangerous Dog Declarations
- A. Filing. A notice of appeal, substantially in the form prescribed, shall be filed with the City Clerk ~~Animal Control Authority~~ within twenty (20) days of receiving a Potentially Dangerous Dog Declaration or final Dangerous Dog determination (notices that are mailed will be presumed to have been delivered three days after placing the notice in the mail for delivery). No fee is required to file a notice of appeal under this section 7.04.235. If the Owner does not file a timely written request for hearing, the restrictions imposed in connection with the Potentially Dangerous Dog Declaration or final Dangerous Dog determination shall remain in effect for the life of the animal, unless sooner lifted by action of the Animal Control Authority or a court of competent jurisdiction.



# Staff Recommendation: Adopt Ord. 21C-18





# 2021 PLANNING SCHEDULE

Item 9.

Please email the City Manager & City Clerk when an agenda item is added, moved, or removed.

NOTE - Regular Meetings begin at 5:00 pm from June 16, 2020, through December 31, 2021. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

OCTOBER 19		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION</b>						
30	AB xxxx: King County Clean Water Plan Elected Officials Workshop			Jason Kintner		
30	AB xxxx: Youth & Family Services Emergency Assistance Update			Tambi Cork		
<b>CONSENT AGENDA</b>						
--	Electronic Funds Transfer for the Month Ending August 31, 2021			LaJuan Tuttle		
--	AB xxxx: Ordinance Amending MICC 2.08.020 to Include Juneteenth as a Legal Holiday (Ord. No. 21C-24 Second Reading)			Jessi Bon/Bio Park		
--	AB xxxx: 2020 Watercourse Stabilization Project Closeout			Fred Gu		
<b>REGULAR BUSINESS</b>						
90	AB xxxx: ARPA Funding Discussion, including Sewer & Water Projects Overview			Matt Mornick/Jason Kintner		
20	AB xxxx: Board & Commission Appointments (Round 3) (Tentative)			Andrea Larson		
30	AB xxxx: Development Code Amendment ZTR19-003 Signage (Ord. No. 21C-21 Second Reading)			Alison Van Gorp		

NOVEMBER 1 SPECIAL		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION</b>						
60	Hold For AB xxxx: KC Sewerline Upgrade Overview Presentation			Ross Freeman/Jason Kintner		
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: Veterans Day Proclamation			Andrea Larson		
--	AB xxxx: King County North Mercer Interceptor Staging Area Agreements for I-90 Boat Launch and Luther Burbank South Parking Lot			Paul West		
<b>REGULAR BUSINESS</b>						
60	AB xxxx: Fiscal Year 2022 Revenue Forecast			Matt Mornick		
60	AB xxxx: Review Proposed Mid-Biennial Budget Amendments			Matt Mornick		
30	AB xxxx: Town Center Parking Study Consultant Selection and Bid Award			Sarah Bluvas		
30	AB xxxx: Legislative Priorities			Jessi Bon		
<b>EXECUTIVE SESSION</b>						
	If needed					